****Students’ Union Transport Information**

**COLLECTION OF VEHICLE**

You will issued with a **pack containing fuel card, mileage slip, vehicle checks, useful phone numbers, accident/emergency procedures sheet with phone numbers you need to contact and an accident form – this is to be filled at the scene of the accident.**

**You should make sure that you do a walk around using the Vehicle Check List provided in the pack.**

**Please check the mileage and note it in the on the slip before you leave.**

**Externally rented vehicles do not have fuel cards**. Please make a note of how much fuel the vehicle has before you leave. You can fill it back to where it was and be reimbursed for the fuel or the club/society will be charged.

**RULES FOR PASSENGERS**

- **Passengers must embark and disembark with the side door facing the pavement**. In all the minibuses and use the designated doors on the MPV’s.

- It is the **driver’s** responsibility to ensure that all passengers **wear seatbelts** during the journey.

- **Alcohol** is not to be carried or consumed within the vehicle

- **Smoking** is not permitted in the vehicle

- **Side lights** must be on when the minibus is parked on the street at night

**MINIBUS SAFETY**

Vehicle loading must at all times be within the capacity of the vehicle. The seating capacity should never be exceeded. All passengers must remain seated at all times whilst the vehicle is moving.

**The minibuses have a limited carrying capacity**

**17 seater -** Kerb weight (weight of vehicle with no driver or passengers with a 90% full fuel tank) 2690KG Gross vehicle weight (maximum carrying capacity) 4250KG Payload (what the vehicle can carry in weight in this case passengers and driver) 1560KG This will allow 16 passenger + driver @ 91KG per person.

The legal requirement is Driver = 75KG Passenger + 71KG 91KG = around14 stone!

**14 seater –** Minimum Kerb Weight of 2388KG, Gross weight of the vehicle (Maximum Carrying Capacity) 3500KG. The maximum load weight of the vehicle is 1112KG this will allow 13 passengers + the driver at 79.43KG per person that is 12 Stones per person!

**7 Seater –** Kerb weight of the vehicle is around 1570KG and the Gross Weight of the vehicle is around 2160KG so this will allow 6 passengers + the driver at 85kg per person that is around 13 stones!

**Overloading the vehicle seriously affects its ability to brake and corner.**

**Drivers are held responsible for ensuring this vehicle is not overloaded and can be subject to penalty points and fines for the driver.**

**If luggage is to be carried then the number of passengers must be reduced by 1 for every 75kgs of luggage. Please make sure that you are aware of how much luggage you are carrying and the weight of the luggage as you will need to reduce this if it goes over the maximum payload. You are not to put nags on your lap as this creates a safety hazard. Passengers are not carry luggage on their laps as this can cause serious injury if there is a collision.**

Drivers and passengers must wear seatbelts at all times when the vehicle is moving. All doors (including the side sliding door) must be kept closed whilst the vehicle is moving.

**Access to the aisle and all doors MUST be kept clear at all times**. It is illegal to block these under any circumstances. This is the driver’s responsibly and it is prohibited to block these things on a minibus for the purpose that we use it for.

**DO NOT block the rear emergency exit with baggage**

Union vehicles are not fitted with roof racks and should not be fitted at any time. The minibuses are not fitted with tow bars and should not tow trailers under any circumstances.

**VEHICLE CHECKS**

Before starting the engine the driver must:

1. Make a visual check of the **bodywork for damage** and cleanliness. **In normal office hours inform the SA office and out of office hours inform security on 0121 204 4803**

2. **Check tyres** for cuts, abrasions, foreign objects and deflation. Check that the spare wheel is fitted in the carrier. Do not attempt to drive the vehicle if a tyre appears to be wholly or partly deflated, or damaged in any way. Ensure that the wheel nuts are present and not loose.

3. **Check fluid levels**- engine oil, power steering, brakes, coolant and screen-wash and replenish to correct levels. Fluids are available from the Transport Coordinator.

4. **Check that all doors open and shut** securely.

5. Check under the sun visor there is an incidence form in the minibuses and in the MPV’s in the glove box.

6. Check the vehicle has a **fire extinguisher, first aid kit** and a means of contacting help such as a **mobile phone**.

7. Check interior for **cleanliness**. You are responsible if there is any rubbish or damage to the vehicle interior and exterior that is not reported.

8. **Record starting mileage** on mileage slip.

9. Adjust driver **seat** to where you are in full and total control.

10. Check rear view **mirrors** and re-set as required.

11. After starting the engine:

A. Check that all warning lights go out

B. Check vehicle lighting, including interior lights

C. Check wipers (use screen-wash in dry conditions)

D. Check all passengers are seat-belted.

E. Perform a brake test under controlled conditions where it is safe to do so.

**THE VEHICLE SHOULD NOT BE USED IF A DEFECT AFFECTS VEHICLE OR PASSENGER SAFETY OR THOSE ITEMS THAT ARE A LEGAL REQUIREMENT.**

**(BRAKES; LIGHTS; STEERING; HORN; WINDSCREEN WIPERS & WASHERS; TYRES; MIRRORS; WINDOWS; FIRE EXTINGUISHER; FIRST AID KIT)**

**If a driver is concerned about the condition of the vehicle, it should not be used. Instead, report the defect to SA Office. If available, another vehicle will be issued for your journey.**

**THE DRIVER IS LEGALLY RESPONSIBLE FOR THE VEHICLE AND ITS PASSENGERS.**

**DRIVING**

**Fitness to drive:**

- Do not drive if your ability to do so is in any way impaired by **drink or drugs.**

- **There is no safe limit of alcohol**. Drink taken at night may still be in your body the next morning at a level that can impart your ability to drive and render you liable for prosecution.

**IT IS ILLEGAL TO CARRY OR CONSUME ALCOHOL ON A MINIBUS BEING USED FOR SPORTING EVENTS AND DRIVERS SHOULD REFRAIN FROM DRINKING ANY ALCOHOL FOR UP TO 24 HOURS BEFORE DRIVING AS ALCOHOL REMAINS IN THE BODY AFTER IT HAS BEEN CONSUMED AND MAY STILL AFFECT A DRIVER THE MORNING AFTERWARDS.**

- If you are taking drugs, prescribed or not, seek medical advice on whether they will affect your ability to drive.

- Always drive within the capacity of the vehicle and within the law.

- Do not drive for more than **90 minutes** without having a break. Drivers must take a break of at least 15 minutes after and must not drive when tired (can be as dangerous as driving under the influence of alcohol).

- Handling characteristics, particularly breaking and steering, are affected by the **load you are carrying**.

- **Speed** must be adjusted to allow for this. Never be tempted or persuaded to rush.

- When driving long distances or at night, **beware of fatigue**. If you feel tired, park up safely, get out of your vehicle and take a break, do not continue your journey until you feel fresh enough. Keep heating levels low and use fresh air vents to keep you alert.

**ABS:**

- All Union vehicles use ABS. Check warning lights before departing.

- ABS **does not necessarily reduce braking distance** therefore it is still important to maintain a good safety bubble around your vehicle.

- **Breaking distances are increased** when driving larger, heavier vehicles and this is increased even further in the wet.

**SPEED LIMITS**

**The maximum speeds for minibuses are:**

**Single carriageway roads (where no lower limit applies) 50mph**

**Dual carriageways 60mph**

**Motorways with speed restrictor (SEE BELOW) 62mph**

**PLEASE NOTE-**

These are speed **LIMITS**. It is up to the driver to interpret a safe speed to be travelling taking **all factors such as vehicle, load, weather conditions and road conditions.**

Minibuses by 2008 should all be fitted with speed restrictors to conform to EU regulations. This will mean that they will be limited to 62 mph (100 kph) on a permanent basis. This will have no effect on acceleration of the vehicle, merely the top speed that can be obtained.

Speed restricted vehicles **MUST NOT** be used in the outside lane of a motorway (with 3 or more lanes).

**ACCIDENT PROCEDURES**

**DO NOT ACCEPT LIABILITY AT THE SCENE OF AN ACCIDENT**

**Take Note of:**

 Name, contact number & address of any persons involved, including eye witnesses,

 Make, Model & Registration Numbers of vehicles involved,

 Insurance Company details,

 The time, date & exact location of the accident,

 A brief description of the incident,

 **Take photos** and make a sketch of vehicles and surrounding area. Include relevant road markings and signs.

IF YOU ARE INVOLVED IN AN ACCIDENT, STOP, DO NOT MOVE THE VEHICLE UNLESS IT IS IN A DANGEROUS POSITION, EVACUATE THE PASSENGERS IF THERE IS A RISK OF FIRE, PUT ON YOUR HAZARD LIGHTS, CHECK FOR INJURIES AND IF NECESSARY CALL THE EMERGENCY SERVICES. GIVE YOUR NAME AND ASTON SU DETAILS AND THE REGISTRATION NUMBER TO PEOPLE WHO HAVE REASONABLE GROUNDS FOR REQUIRING THEM. IF ANYONE IS INJURED CALL AN AMBULANCE AND THE POLICE. TAKE DETAILS OF ANY WITNESSES; TAKE THE DETAILS OF OTHER PARTIES INVOLVED. DO NOT ADMIT LIABILITY; DO NOT DISCUSS THE ACCIDENT WITH ANYONE OTHER THAN THE POLICE. INFORM STUDENT ACTIVITIES OR OUT OF HOUR ASTON SECURITY ON 0121 204 4803 AS SOON AS POSSIBLE.

Even if at the time you cannot see any damage when hit by a third party you still need to take their details

**MINOR ACCIDENTS**

 On your return **report the accident to the Student Activates Office or if it is out of hours then report it to security**

* Complete an Accident / Near Miss Form

**MAJOR ACCIDENTS**

 Accidents involving injury or which prevent the vehicle from being moved. **The Police must be informed**.

 **Follow the Club Emergency Procedure**. A copy will be in the first aid kit provided with the vehicle. You are also to follow the information discussed in the risk assessment specific to your activity.

**VEHICLE ROADWORTHINESS**

**Check your vehicle thoroughly** for any damage that may affect its safety or its roadworthiness. If in doubt, seek professional help. Do not continue to use the vehicle unless you are certain of its safety.

**INFORM STUDENTS’ UNION**

**Inform the SA Office by telephone at your first opportunity**. On your return to the Union you must complete an accident/incident report form obtainable from the SA Office on the 1st floor and, if necessary, an insurance claim form with as much information as possible. **Any drivers found to have caused damage without reporting to the union will be subject to disciplinary action which may include Fines & Union Driving Bans.**

**IMPORTANT ACCIDENT PROCEDURES**

If you are the first person on the scene of an accident, further collisions and lives are the main things to be considered. **Do not put yourself in danger**.

Therefore, wherever possible you should:

 **Warn other traffic** by displaying the enclosed warning triangle or switching on hazard warning flashers and any other lights, or by any other means which do not present personal danger.

 **Switch off your engine and warn all other parties to do the same**. Remove your fire extinguisher ready for immediate use.

 **Either call or request another party to call the emergency services** ensuring that they give full details of the location and, where possible, details of known casualties. On a motorway, the direction of the nearest emergency telephone is indicated by an arrow or a triangle marked on each side marker post.

 **Do not move casualties unless you consider they are in danger**.

 **If it is safe to do so, help uninjured people out of their vehicles to a place of safety**. On a motorway, this should be away from the carriageway and not in any position which may obstruct access to the Emergency Services.

 **If the accident involves a vehicle which contains dangerous goods**, the vehicle will display a hazardous chemicals label. In these circumstances, ensure that whoever phones the Police and Fire Brigade relays this information in as much detail as possible.

 **Keep well away from all vehicles involved in an accident unless you have to approach to save a life**. Beware of dangerous liquids or dust and vapour concentration, as this could indicate petrol or chemical hazards.

 **Stay at the scene of the accident** until the emergency services arrive. Your knowledge could save a life.

**BREAKDOWN PROCEDURES**

**In the event of your vehicle breaking down:**

**1.** Try to avoid danger or obstruction by **getting the vehicle off the carriageway.**

2. **If you find yourself having to stop in the hard shoulder of a motorway or similar**, try to park your vehicle at a slight angle. It will be more apparent to oncoming vehicles that you have broken down.

3. **Switch on hazard warning flashers** if you are unable to get the vehicle clear of the carriageway.

4. **Transfer your passengers to a safe place**. This should be well away from flowing traffic and behind a barrier for example. If it is impossible to get to a safe place, remain in the vehicle with your seatbelts on, leaving any spare seats if any to the back of the vehicle.

5. **Inform local Police if your vehicle is causing an obstruction or a hazard**.

6. **Ring the Hire Car breakdown service**. Contact the Student Activities Office on 0121 204 4819 if it is within office hours and if not contact Aston Security on 0121 204 4803.

7. **In the event of a puncture** do not attempt to change the wheel yourself, **use the recovery service**.

**RECOVERY**

**Use the number below**.

When you ring for recovery:

1. Let them know the policy number of the vehicle and that you are driving an **Aston Students’ Union** vehicle.

2. **Vehicle registration** number.

**3.** Vehicle make, model, seating capacity and **number of passengers you are carrying.**

4. Precise **location** of the vehicle.

5. **What the fault is** with the vehicle.

6. **Tell the operator if the vehicle is causing a hazard or obstruction**.

If the technician is **unable to repair your vehicle. The vehicle needs to be recovered back to the union.**

**TELEPHONE NUMBER FOR UNION VEHICLE**

**BREAKDOWN OR RECOVERY:**

**0800 389 1708**

**Quote: Aston Students’ Union, Vehicle Registration of the vehicle and the Policy Number**

**All breakdowns must be reported fully to the SA Office and Security staff (vehicle taken off the road if necessary).** 11

**RETURNING YOUR VEHICLE**

 Park the vehicle in the union car park using the parking bays so that it does not obstruct the movement of others.

 Fill out the **mileage record** and note any defects or problems with the vehicle you have found during your journey on the mileage slip.

 Ensure that no passengers’ property is left inside the bus and that the **interior is left clean and free from rubbish.**

 Close and lock all the windows and doors, ensure all internal and external lights are off.

 Hand the keys including the pack to the SA Office in Office Hours.

The vehicle must be returned as clean and tidy as possible and in the state as it was collected. Please remove all rubbish and belongings. The vehicle should not be excessively dirty. Additional penalty charges may be applied if the vehicle is returned in an unsatisfactory condition.

**Failure to adhere to these rules will result in**

**Club/Society fines and/or removal of privileges.**

**EXTERNAL HIRE**

All Clubs/Societies additionally hired vehicles for Clubs/Societies come under Students Union regulations and must be adhered too. It is possible however that additional charges may apply if the vehicle is left dirty or damaged.

**Please return the vehicles with no less than a quarter of a tank. If it is a hire vehicle if you do not fill the tank to where it was you will be charged.**

**ASU Fuel Card Usage**

The Union has a Pay per Mile Scheme where every user of ASU vehicles (not hired or Lettings vehicles) will get charged based on the distance they travel.

***For each Minibus journey:***

***First 100 miles will be charged at 75p per mile***

***Next 100 miles will be charged at 45p per mile***

***Next 100 miles will be charged at 40p per mile***

***Any miles after that will be charged at 30p per mile***

***For each People Carrier Journey:***

***First 100 miles will be charged at 50p per mile***

***Next 100 miles will be charged at 45p per mile***

***Next 100 miles will be charged at 40p per mile***

***Any miles after that will be charged at 30p per mile***

**It is essential that the mileage sheet is filled out for every trip, no matter how short.**

**Using your fuel card effectively**

Before you use your card, think about the fuel price. Aim to use lower priced fuels and filling stations. Your card is accepted at over 95% of UK filling stations, including all motorway services.

Simply look for the AllStar sign.

**What to do if the fuel card is lost or stolen**

Please contact the Union **IMMEDIATELY** and inform the Student Activities Department. If they are not available please make a note.

**What to do if the barrier card is lost or stolen**

Please again contact the Union **IMMEDIATELY** and inform the Student Activities Department. If they are not available please make a note.