**Aston Students’ Union Transport Fleet Terms and Conditions**

Anybody that does not adhere to these terms and condition will be banned from using the SU Transport Fleet.

Policy aims and objectives

1. The Students’ Union meets its statutory obligations in respect of health and safety legislation and road traffic law, including national driving-related legislation (e.g. mobile communication devices, drugs and alcohol)

2. The safety of passengers whilst driving on Students’ Union business

3. That the safety of others (including other road users, students, members of the public) is not compromised by those persons driving on Students’ Union business

4. That all drivers are appropriately qualified, insured, and where necessary trained to drive the class of vehicle being used for Students Union business

5. That all vehicles used on Students’ Union business are suitable and road worthy.

6. That drivers are medically fit and capable to drive

7. The use of privately owned vehicles for business purposes is limited to circumstances where a suitable alternative (e.g. public transport, hire of vehicle) is either not available or not practical for the planned journey.

8. The vehicle and its passengers are the responsibility of the person whom is driving the vehicle; it is mandatory that the person driving the vehicle, makes the relevant check according the two vehicle checklist provided in the drivers pack.

Driving at work

Staff are classified as driving at work if they are driving on Students’ Union business. This would include all journeys to places of work, for example to attend training and conferences. It would not include travelling between home and a person’s normal (designated) place of work. A vehicle includes any vehicle propelled by petrol, diesel, electric, gas or other power source.

Terms of usage

Having any alcohol or consuming alcohol in any of the vehicles will invalidate the insurance, it is imperative that there is no alcohol is in any of the vehicles as it is prohibited in any Students’ Union Vehicle. Anybody that is unduly intoxicated is prohibited from being in the vehicles even as a passenger. You are not allowed to consume any food or drink in the vehicles, as you are to show respect to the vehicles and people who may use them after you.

Where vehicles are provided with seat belts, it is the responsibility of the driver to ensure it is used and that they are also used by all passengers. Drivers are responsible for ensuring the safety of their passenger(s). They must drive at all times in a manner that will not cause unnecessary risk and draw to the attention of passengers the need to behave in a manner that will not cause distractions to the driver. In the event that any passenger is not prepared to comply with such requirements, the driver is authorised to refuse transport to that person.

In accordance with the provisions of the Health Act 2006 and the Students’ Union Smoke Free Policy, smoking is prohibited in, or on, any Students’ Union hired or leased vehicles.

Drivers are legally responsible for the condition of the vehicle when being used on the road.

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)

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.

Drivers are responsible for ensuring that all legal and insurance requirements are met.

Drivers must satisfy themselves that they are generally fit to drive, and to be aware of the impact both of being fatigued and the side effects of any medication they may have been prescribed.

Vehicle daily checks to be carried out before commencement of any journey to ensure that the vehicle is roadworthy and all relevant transport forms completed, i.e. mileage entered, cost incurred, noting any faults or comments.

All faults and damage must be entered onto the transport defect form.

Drivers must take a break of at least 15 minutes after every two hours of driving and must not drive when tired ( can be as dangerous as driving under the influence of alcohol).

Misuse of the vehicles will mean that you may need to take the vehicle orientation programme again until that time you are not allowed to drive the union vehicles. The vehicle is must be returned in a clean and tidy state.

The vehicle is left with sufficient fuel for the next user (i.e. more than a quarter full).

The vehicle must be returned on the same day unless prior approval has been granted by the Student Activities Manager or Membership Services Manager

When driving on the public highway, speed limits, as displayed, must be adhered to at all times. The only exception to this being any vehicle which, in order to conform to relevant regulations, has its speed restricted to a lower rate. This includes any vehicle which has more than 9 seats.

Drivers are personally responsible for any fines (including parking fines and fines for non-payment of congestion charges) incurred by them, whether within or outside the United Kingdom. This applies to driving vehicles owned by the Students’ Union, owned by the driver and used on Students’ Union business, or hired or leased on behalf of the Students’ Union. The Students’ Union accepts no responsibility for any other penalties incurred by the driver during the course of driving duties undertaken within, or outside the UK.

When driving at least every six months to ensure they still comply with the legal, insurance and organisational requirements.  It is important that all drivers understand that they are required to inform the Students’ Union if anything changes such as any medical conditions or they get points or are disqualified from driving.

Any accident involving a Students’ Union owned, hired or leased vehicle, or a vehicle owned by a member of staff being used on Students’ Union business which results in vehicle damage and/or injury to persons must be reported to the receptionist and administrator immediately. In the event of injury to a person, the police must be advised immediately. An Accident Report Form must be completed which can be found on the SU transport fleet Section of the website.

It is a statutory offence to use a mobile phone while driving (except where it is ‘hands-free’) and under no circumstances must the use of a hand-held phone or other hand-held communication device take place. It is against our own policy for you to use hands free device while driving however we do require you to have at least one mobile phone in the vehicle so that we are able to contact you if need be.

In recognition that hands-free mobile communication systems distract drivers and can lead to lapses in concentration and compromise control of the vehicle, the use of these systems is also prohibited while driving. It is, however, recommended that a mobile phone is taken on all journeys.

Private vehicles used

In addition to the above, the following requirements will apply to privately owned vehicles used on Student’ Union business, including those for which the reimbursement of expenses is claimed:

1. Drivers must possess and maintain a valid current driving licence
2. Drivers must ensure that their vehicle is roadworthy and appropriately insured for business purposes including, where necessary, suitable cover for the carrying of passengers
3. Vehicles are appropriately maintained to meet the requirements of the Road Traffic Act and other legislation governing the roadworthiness of vehicles for use on the public highway
4. Basic safety checks on their vehicle are carried out before commencing a journey
5. A Driver Declaration and Approved Driver form must be completed. These can be supplied by SA Office.