



Driver Conduct and Penalty System Guide

Introduction

The NTSU is committed to ensuring that all regulations relating to vehicle use are followed by every authorised driver. To support this, a formal penalty card system is in place for driving-related offences. This system exists to promote safety, accountability, and responsible vehicle use, and is not applied arbitrarily or without due consideration.

All drivers must be fully aware of the legal requirements governing vehicle operation, with particular emphasis on the safety of passengers, other road users, and themselves. Drivers must also recognise the significant financial investment made by the Union in providing vehicles, and they are expected to treat all vehicles with care, courtesy, and respect always.

The misdemeanours listed below are not exhaustive but serve as guidance on conduct considered careless, dangerous, inconsiderate, or unlawful. Such conduct may result in suspension or removal of driving privileges for any vehicle insured by the Union.

Penalty Card System Overview

- **Yellow Card:** Issued for minor misdemeanours.
- **Red Card:** Issued for major misdemeanours or breaches of the law.

Yellow Card Rules

- A Yellow Card remains active for the remainder of the academic year.
- Receiving **two Yellow Cards within one academic year** will result in an **automatic Red Card**, after which Red Card rules apply.

Reasons a Driver May Receive a Yellow Card

- Being responsible for any minor incident.
- Poor or inconsiderate parking, especially in Union car parks.
- Confirmed passenger alcohol consumption in a Union vehicle.
- Leaving a vehicle in an unclean or untidy condition.
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- Failing to carry out required vehicle checks before use.
- Failing to complete mileage logs at the start and end of a journey.
- Not notifying management of changes to driving licence status or conditions.
- Receiving a Penalty Charge Notice (e.g., speeding, bus lane misuse).
- Reported aggressive or inappropriate behaviour.
- Using a vehicle without an official booking.
- Retaining a vehicle longer than necessary without authorisation.

Red Card Rules

A Red Card results in an **immediate suspension from driving Union vehicles for 10 weeks**. In exceptional circumstances, the House Services Manager may extend this suspension.

Reasons a Driver May Receive a Red Card

- Using a mobile phone while in control of a vehicle (a vehicle must be legally parked, engine switched off, and handbrake applied before phone use).
- Committing traffic signal offences (e.g., red-light violations).
- Physically abusive or threatening behaviour.
- Careless, dangerous, or negligent driving.
- Smoking in a vehicle (by driver or passengers).
- Failing to report an incident within 24 hours.
- Using a vehicle for non-Union or non-university business without authorisation.
- Driving at **10 mph or more above the legal speed limit**.

Receiving **two Red Cards during your time at Nottingham Trent University will result in a permanent ban** from driving Union vehicles for the remainder of your university enrolment.

Appeals Procedure

Drivers who wish to contest a Yellow or Red Card must follow the Union's official appeals or complaints procedure, as outlined in current policy documentation.