



NTSU Vehicle Driver Quick Guide

Before You Drive

Before You Drive

To drive an NTSU vehicle, you must:

- ✓ Be an authorised NTSU driver for the current academic year.
- ✓ Complete:
 - Driver application form
 - Online training and quiz
 - Practical driving assessment (valid for three years)
- ✓ Meet the eligibility requirements for the vehicle you are driving.
- ✓ Inform NTSU immediately of:
 - Driving licence endorsements or bans
 - Changes to your name or address
 - Medical conditions that may affect your ability to drive

Report changes to: NTSUVehicleMgmt@ntu.ac.uk

Before Every Journey

Complete the vehicle safety check using the QR code in the vehicle key pack.

Check for:

- Tyre condition
- Vehicle damage
- Warning lights
- Lights and mirrors
- Fuel level
- General roadworthiness

✗ Do not drive a vehicle you believe is unsafe.

If a safety issue is identified, contact Security for advice and alternative vehicle arrangements if available.

Driver Responsibilities

When driving an NTSU vehicle, you must:

- ✓ Follow the Highway Code and all road traffic laws.
- ✓ Ensure all passengers wear seatbelts.
- ✓ Secure loads and equipment properly.
- ✓ Lock the vehicle when unattended.
- ✓ Return the vehicle clean and tidy.
- ✓ Use the vehicle only for authorised NTSU or NTU business.

Drivers are personally responsible for any fines, parking charges or traffic offences incurred during use.

Prohibited Activities

The following are not permitted:

- ✗ Driving under the influence of alcohol or drugs.
- ✗ Driving whilst affected by medication that impairs your ability to drive.
- ✗ Smoking or vaping in the vehicle.
- ✗ Using a handheld mobile phone while the engine is running.
- ✗ Carrying unauthorised passengers.
- ✗ Private use of NTSU vehicles.
- ✗ Attempting repairs or changing tyres yourself.
- ✗ Using roof racks or roof boxes without written approval.

Passenger Requirements

Only individuals officially connected with Nottingham Trent University or Nottingham Trent Students' Union may travel in NTSU vehicles, including:

- Students
- Staff
- Authorised participants attending official activities

Unauthorised passengers may invalidate insurance cover.

Journey Planning

Two drivers are recommended for longer journeys.

A single driver is only permitted where:

- The journey is under 150 miles
- The driver is not participating in strenuous or high-risk activity
- A suitable risk assessment has been approved

In the Event of a Breakdown

1. Stop safely.
2. Switch on hazard lights.
3. Keep passengers safe.
4. Contact breakdown services using the details in the vehicle key pack.
5. Do not attempt repairs yourself.

Any breakdown must be reported when the vehicle is returned.

In the Event of an Accident

1. Stop safely.
2. Check for injuries.
3. Exchange details with other parties.
4. Obtain witness details.
5. Take photographs if safe to do so.
6. Report the incident within 24 hours via NTSUVehicleMgmt@ntu.ac.uk

If the Vehicle Cannot Continue

Contact Recovery: **0800 389 1708**

If recovery is required, request the vehicle is returned to:

Elm Tree Garage

Rawson Street
New Basford
Nottingham
NG7 7FR

Follow on Transport

If passengers require onward travel:

- Ask the attending mechanic about transport options, or
- Call **0800 389 1708** and request follow-on transport.

Keep passengers safe and informed while waiting.

Fuel Cards

Each vehicle contains a fuel card for fuel and oil purchases.

If a fuel card is:

- Lost
- Damaged
- Not working

Report it immediately to:

NTSUVehicleMgmt@ntu.ac.uk

If a fuel card cannot be used, keep the receipt for reimbursement consideration.

Key Collection

To collect vehicle keys, you must:

- ✓ Show photo ID
- ✓ Be on the authorised driver list
- ✓ Have a valid vehicle booking

Return keys promptly after use.

Driver Conduct

NTSU operates a driver disciplinary system.
You may receive sanctions for:

- Failing to complete vehicle checks
- Returning vehicles untidy
- Aggressive behaviour
- Unauthorised vehicle use
- Dangerous or careless driving
- Mobile phone use while driving
- Excessive speeding
- Smoking in vehicles
- Failing to report incidents

Serious offences may result in suspension from driving NTSU vehicles.

Minibus Drivers

All minibuses (10 - 16 seats) must display a valid Section 19 Permit.

This is normally displayed in the lower left corner of the windscreen.

Remember

- ✓ Drive safely.
- ✓ Complete your vehicle checks.
- ✓ Report faults immediately.
- ✓ Look after the vehicle.
- ✓ Keep passengers safe.

NTSU vehicles are shared resources. Safe and responsible driving helps keep vehicles available, reliable and safe for everyone.

This version would work well as a one-page SharePoint guide titled "NTSU Driver Essentials - Read Before You Drive".

