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NTSU Vehicle Use Policy

Introduction

Nottingham Trent Students Union (NTSU) operates and maintains a fleet of vehicles for use by staff, elected officers and members of the Student Union. The fleet currently consists of 3 minibuses, Transit van and a people carrier. The make-up of the fleet is reviewed annually to ensure maximum cost/benefit to NTSU. Vehicles may only be used for official NTSU activities e.g. sports clubs, NTSU affiliated societies and internal departments. Vehicles may not be used for staff or students' personal business.

The first step to become a registered driver with NTSU is to follow the link & complete the online form fully & truthfully www.trentstudents.org/transport

Under the terms of the road traffic act every driver is responsible for the vehicle he/she is driving

Requirements To Drive (Minibus)

- Be over 21 years old
- Have held a driving license for a minimum of 2 years
- Uk driving license holder only
- Successfully undertake a minibus familiarisation course (Midas)
- No previous drink driving convictions

Small Bus Permit- Section 19

All minibuses owned or hired by NTSU are required to display a “small bus permit”. The House Services Manager will process permit application forms and ensure NTSU minibuses display permits. If you are hiring a minibus you should contact the House Services Manager for a small bus permit.

The use of vehicles under a small bus permit is restricted to the United Kingdom. Vehicles operating under permit may be subject to spot checks by vehicle Inspectorate examiners.

Requirements To Drive (Car & Van up to 9 seats)

- Be over 19 years old
- Have held a driving license for a minimum of 2 years
- Successfully undertake a minibus familiarisation course (Midas)
- Cannot drive a vehicle over the maximum weight of 3.5 tonne
- No previous drink driving convictions

Driver Familiarisation Workshops (Midas)

The Union must be satisfied as to the competence of each authorised driver before any vehicle is taken out on the road.

To this end all drivers must attend and successfully complete a drivers familiarising assessment known as Midas. MIDAS is the Minibus Driver Assessment Scheme administered by the Community Transport Association. Assessment comprises of an on-the-road assessment with a qualified MIDAS assessor, a classroom theory session and a multiple choice question and answer test. Successful completion of a MIDAS assessment entitles a driver to use all NTSU vehicles. A MIDAS certificate is valid for 3 years.

Drivers wishing only to drive vehicles with less than nine passenger seats must still undergo a driving assessment before being allowed to a drive. This assessment is called the “mini Midas”.

Seatbelts

All drivers and passengers must wear seat belts at all times, in accordance with the Motor Vehicles (wearing of seat belts) regulations 1982 and points 14 & 15 of the road traffic act 1988. When travelling in a minibus it is the driver’s responsibility to ensure all seat belts are worn – if the minibus is stopped and found to be in breach of these regulations it will be the driver who receives the fine and penalty points.

The driver is responsible for the safety and comfort of his/her passengers.

Vehicle Safety Checks

Pre-journey checks must be made by the driver on a daily basis whilst the vehicle is in use.

We ask all drivers to perform routine vehicle checks and to record the findings on the form provided or by using the online form

<http://www.trentstudents.org/driverchecklist>

The form relates to the roadworthiness of the vehicle, for which you are legally responsible.

Before you start the vehicle you should check the following;

- The engine oil level is correct
- The brake fluid level is correct
- The engine coolant level is correct
- There is adequate supply of water in the windscreen wash reservoir, and that windscreen wash and wipers function correctly.
- Tyres look to be inflated to the correct pressure and are free of dangerous cuts or cracks, tread depth appears acceptable (at least 1.6mm)
- All lights are clean and operate correctly (*headlights, rear lights, brake lights, indicators and hazard lights*)
- Windscreen and other windows are clean enough to ensure that the driver's vision is not obscured.
- That the mirrors are clean and correctly adjusted
- A fully stocked first aid kit is available. (*First aid equipment can be obtained from the University sports Dept.*)
- There is a fire extinguisher in the vehicle (minibus only)
- Check that the brakes and steering operate correctly at the start of the journey.

When returning the vehicle please ensure that you inform the House Services Manager of any problems you have had with the vehicle.

For serious vehicle faults A 'DO NOT USE' sign should be displayed on the front of the vehicle folder noting the fault.

Fuel Cards

Missing or lost fuel cards must be reported immediately to

colin.hutchinson@su.ntu.ac.uk

The four digit pin number for the fuel card can be found on the drivers visor.

Remember to check the vehicle folder for fuel type.

Consumption of Alcohol

It is an absolute rule that any driver does not consume any alcohol during or in the period before any journey. Since blood alcohol level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8-hour period immediately prior to driving.

Mobile Phones

Before using a mobile phone drivers must stop at a safe place away from the main carriageway, turn off the engine, remove the key and apply the hand brake.

It is an offence under the road traffic act for a driver to make / take calls or to send a text message whilst driving. The use of hands free whilst driving is not permitted.

Personal Safety

When driving alone:

- Lock doors
- Don't pick up hitch hikers
- Always park in a well-lit place
- Always lock the doors when leaving the minibus, even when just for refueling.
- Have the keys ready when returning to a parked minibus
- If followed or harassed find a police station or public place, somewhere with CCTV.

Roof Racks

The use of roof racks on any vehicle covered by NTSU insurance is prohibited.

Fines & Penalties

Any parking penalties and / or any other road traffic offences are the business of the driver alone and he/she must act suitably to avoid such incidents occurring.

Vehicle Cleanliness

It is the responsibility of the driver to ensure that the vehicle is left in an acceptable condition after use.

Failure to adhere to this will result in the offending driver, Sports Club, Society, Group or Department being instructed to valet the vehicle or to pay for this to be done professionally.

Code of Conduct

- No smoking in the vehicle (driver or passengers) in accordance with the smoking legislation from 1st July 2007.
- No open alcohol to be carried or consumed by drivers or passengers.
- No litter to be left in the vehicles.
- All windows must be closed and all doors securely shut and locked whenever the vehicle is left unattended.
- Vehicles must be returned with a minimum of a quarter of a tank worth of fuel.
- Do not pick up hitchhikers.
- Vehicles must be picked up and returned at the time stated on the booking form.

Following a Breakdown

- Ensure that the vehicle is not left where it is likely to cause a danger to other road users.
- Switch the vehicle hazard lights on
- Call the recovery service (AA) - 08003891708.
- Ensure Passengers are kept in a safe location whilst waiting for assistance.
- Drivers should not attempt to repair the vehicle themselves.
- Whilst awaiting rescue on the motorway or dual carriageway ensure passengers wait away from the vehicle on the embankment or over the barriers.
- If the vehicle cannot be fixed and you become stranded contact 01158482222 the NTU emergency number.
- On your return report the breakdown to colin.hutchinson@su.ntu.ac.uk

Following an Accident

- Stop the vehicle in a safe place
- Check that all the passengers are ok
- Take the name & address of any persons involved, including eye witnesses
- Make, Model & Registration Numbers of vehicles involved
- Photograph the damage to their vehicle
- Record the time, date & exact location of the accident
- A brief description of the incident
- If the vehicle is no longer roadworthy and you become stranded contact 01158482222 the NTU emergency number.
- On your return report the accident or incident to colin.hutchinson@su.ntu.ac.uk

Flat Tyres

All NTSU fleet vehicles carry a spare wheel but drivers should not attempt to change the wheel. If you do have a flat tyre park in a safe place and call the breakdown company for assistance, the number is in the vehicle folder. These same procedures apply to external hire vehicles.

Driver Penalty Card System

The Union is determined that all of the rules adopted with regard to vehicles are adhered to by all drivers and as such a system of penalty cards exists for offences which a driver may commit. The Union does not do this lightly or just for the sake of it. Each driver must be fully aware of the legal requirements for them driving vehicles and most importantly the safety of passengers and themselves. Drivers should also be aware of the large financial commitment the Union make in providing vehicles and the expectation that vehicles are treated in courteous and respectful manner.

The Card System

A Yellow card will be received by drivers for minor misdemeanours.

A Red card will be received for major misdemeanours or actual breaking of the law.

Driver Yellow Cards

Your yellow card stays with you for the remainder of the Academic year. Receiving two yellow cards within one Academic year will result in an Instant Red card and Red Card rules then apply.

Reasons For Drivers Receiving a Yellow Card

- Any minor incident caused by you as the driver.
- Bad parking (especially at Hillcrest YH53 and LG08)
- Confirmed passenger alcohol consumption in a Union Vehicle.
- Vehicles left in a messy condition.
- Not doing vehicle checks each time they are driven.
- Not completing vehicle mileage sheets at the start and end of your trip.
- Non notification of a change in licence conditions.
- Receipt of a P.C.N (Penalty Charge Notice) i.e. speeding & illegal use of a bus lane etc.
- Reported aggressive behaviour.
- Taking a vehicle that has not been officially booked out for you.
- Keeping a vehicle longer than necessary.

Reasons For Drivers Receiving a Red Card

Your Red Card is an instant ban and lasts for 10 weeks. In exceptional circumstances the House Services manager can impose a longer ban.

- Using a mobile phone whilst in control of a vehicle (vehicle must be legally parked, engine must be switched off and hand brake applied)
- Red light offences.
- Physically abusive behaviour.
- Careless and negligent driving.
- Smoking in the vehicle (driver or passengers)
- Not reporting an incident within 24 hrs of the incident occurrence.
- Using a vehicle for non SU/university business.
- Travelling at 10 mph or more over the legal limit for that road.

Receiving Two Red Cards

If you receive two red cards within your University career it will result in a Ban from driving SU vehicles for your remaining time at Nottingham Trent University.

Appealing your Case

Drivers wishing to contest their yellow or red card should follow the existing NTSU appeals/complaints procedures.

When appealing you will need;

- Date and time of the incident.
- Vehicle details.
- Club or society name that had booked the vehicle.
- Any reports that you may have from the incident.
- Insurance contacts and documentation that you may have received concerning the incident.
- Any drawings and diagrams of the incident and surrounding area.
- Any other supporting evidence.

Insurance

NTSU vehicle insurance does not cover equipment or personal belongings stolen from the vehicle. The Driver must inform all passengers of this fact.

When hiring external vehicles it is the driver's responsibility to ensure that they are covered under the NTSU vehicle insurance policy. Notify the Houses Services Manager for more information

Returning Vehicles and Keys

When Vehicles are returned they must be returned back to their designated parking space. Refer to the vehicle key folder for parking location. Vehicle keys and folders must be returned promptly to NTU security office based in Boots library (0115 8482468).

Number of Drivers

It is recommended that all vehicles should have at least 2 drivers for each journey.

The ONLY exception where one driver will be allowed to drive is if;

- The driver is not participating in any sporting or risky activity
- The journey is not an excessively long one i.e. less than 150 miles
- Following a risk assessment signed off by either NTSU or NTU

Eco-driving

we encourage all drivers to consider both their environmental and financial impact. Take note of the ethical and environmental training within the MiDAS training, and consider the guidance and vehicle checks within this document. Economical driving can save 10-15% on fuel costs as well as producing a more comfortable, efficient, economic and vehicle sympathetic ride reducing wear, tear & reduced need for repairs.