



The University of Surrey
Students' Union

Hire Vehicle Information Sheet

Returning the Vehicle

Make sure you know when and where you need to return the vehicle! In most cases you should return the vehicle to where you collected it from. Your hire paperwork will show when the vehicle needs to be returned.

The driver is responsible for returning hire vehicles in satisfactory condition and with the same amount of fuel that you started with. You must check the hire vehicle against the damage sheet before driving the vehicle. If there is no damage sheet you must ask for one before you leave.

Breakdown Assistance

For your peace of mind Enterprise maintain a 24-hour emergency telephone service. All vehicles are covered for 24-hour breakdown included in the price. Numbers are given out on the rental agreements. This breakdown cover is exclusive to the UK and the insured drivers.

Please note that you may be charged if the breakdown is deemed your fault for example running out of fuel, wrong fuel or flat battery due to lights being left on.

Fuel

The hirer is responsible for all fuel for hired vehicles, please retain receipts if you are reclaiming from club/society. Hirers are expected to return the vehicle with the same amount of fuel in the tank as when the vehicle was first picked up. e.g. if the vehicle is picked up and has half a tank of fuel then it is to be returned with half a tank or the hirer will be charged. A note of the fuel type is marked on the hire contract and fuel cap

Congestion Charges, Fines & Tolls

The hirer is responsible for paying all congestion charges, parking fines and tolls. If the hire company receive any charges then these will be recharged to you along with an administration fee. If you receive a parking ticket during your hire, the simplest way is to simply pay it direct to the issuer which will avoid any further charges. If you wish to appeal any parking charges you must undertake this yourselves.

Damage or Collisions

Ensure you check your hire vehicle for damage before you leave and ensure damage is noted on damage sheet/contract. Any charges for damage will be recharged to your club/society/department. Any damaged caused by your hire must be notified to the hire company and Union Reception as soon as possible.

In the event of a collision your priority is to yourself, and passengers! Do not admit liability. Simply exchange details and arrange for the recovery of the vehicle if needed. If anyone is hurt, you must phone the police!

You should report an accident to the Union as soon as possible; either by phoning Reception or by emailing ussu.transport@surrey.ac.uk

You also need to report the accident to QBE within 1 day of the incident on 0800 389 1708 (open 24 hours). This should ideally be done at the roadside if there a third party involved.

Policy Number Y004755FLT0118A

1. Description of Vehicle

Any motor vehicle the property of the Insured and/or for which they are legally responsible.

2. Name of Policyholder

University of Surrey Students Union

3. Effective date of the commencement of insurance for the purposes of the relevant law

00:01 1 August 2018

4. Date of expiry of insurance

23:59 31 July 2019

5. Persons or classes of persons entitled to drive

Any person.

provided the person driving holds a licence to drive the vehicle and such licence has not been revoked or has held and is not disqualified from holding or obtaining such a licence and provided the person is driving on the order of or with the permission of the policyholder.

6. Limitations as to use

Social, Domestic and Pleasure Purposes.
Use for the Insured's business.
Use for the carriage of non fare paying passengers.

7. Exclusion

Use for hire or reward.
Use for the carriage of passengers for hire or reward.
Use for the carriage of goods for hire or reward.
Use whilst drawing a greater number of trailers in all than is permitted by Law.
Use for racing, competitions, rallies or trials.
Use to secure the release of a motor vehicle, not otherwise specifically the subject of this insurance policy, which has been seized by, or on behalf, of any government or public authority.

8. End of document

We hereby certify that the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney. For and on behalf of QBE Insurance (Europe) Limited which is authorised and regulated by the Financial Conduct Authority and the Prudential Regulation Authority; registration number 202842.

QBE Insurance (Europe) Limited
One Coval Wells
Chelmsford
CM1 1WZ (UK)

QBE Insurance (Europe) Limited



R. Pryce
For QBE Insurance
(Europe) Limited

NOTE: This Certificate relates to Road Traffic Act liability only. For full details of the insurance cover reference should be made to the Insurance Document. Advice to Third Parties - nothing contained in this Certificate affects your right as a Third Party to make a claim.

IMPORTANT NOTE

In the event of any of the following changes you should notify your Broker/Agent **immediately** in order to obtain QBE Insurance (Europe) Limited's confirmed acceptance:

- if you are replacing your vehicle
- if you are adding a vehicle
- for a change in the use of the vehicle
- for an amendment to the persons entitled to drive
- for retail customers (as advised by your Broker/Agent who arranged this insurance) should you cancel this insurance within the 14 day cooling off period this Certificate of Motor Insurance must be returned.

Thereafter if you wish to cancel or suspend the insurance you must obtain the agreement of QBE Insurance (Europe) Limited. The cancellation or suspension will operate only from the date this Certificate of Insurance is received by QBE Insurance (Europe) Limited.

EUROPEAN COVER

This Policy is operative in all member countries of the European Union, Norway, Switzerland and Iceland.

Cette Police s'applique dans tous les pays membres de l'Union Européenne en , Norvege, Suisse et Islande.

Diese Police findet Anwendung in allen mitgliedstaaten der Europäischen Union, in Norwegen, Schweiz und Island.

Esta Poliza se aplica en todos los países miembros de la Union Europea y Noruega y Suiza y Islandia.

Questo Polizza si applica in tutti i paesi membri Dell Unione Europea e Norvegia e Svizzera e Islanda.

BAIL BOND

The cover for visits to Spain extends to include the provision of a Guarantee or Monetary Deposit for Bail purposes - not exceeding £1,000 - which may be required by the Authorities to avoid detention of the vehicle and/or driver as a result of an accident in that country.

The amount advanced is repayable to QBE Insurance (Europe) Limited.

Autorizamos a la Oficina d Aseguradores de Automoviles de Madrid a actuar en nombre de nuestro Asegurado para obtener la liberacion del vehiculo y/o del Asegurado y/o de la persona autorizada para conducir el mismo de detencion oficial.

A tal efecto la Oficina de queda autorizada por el preser hasta £1,000.

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