



The University of Surrey
Students' Union

The Minibus Handbook

University of Surrey Students' Union

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Contact Information

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| Student Union Reception | 01483 689223 |
| Student Union Out of Hours | 07623 506302 |
| Union Transport Team | ussu.transport@surrey.ac.uk |
| University Security (24 hour) | 01483 682002 |
| Vehicle Technical Support (24 hour) | 0344 879 6100 |

Introduction

This booklet aims to provide a users' guide, explanation of the rules and the policies you need to follow to the use of the University of Surrey Students' Union Vehicles. It is intended for students and staff hiring out the minibuses, as well as the drivers driving the minibuses.

It is designed to make your lives easier and safer, and to help ensure that the fleet of Union Vehicles stays in the best possible condition, so that everyone can have fair and maximum usage.

It is your best interests to read, and understand, this guide. If there is anything you want clarified, please contact the Students' Union Reception, whose staff will be glad to help you.

About the Students' Union Vehicles

The Students' Union currently operates nine vehicles:

- 3 - 14 seat minibuses
- 3 - 9 seat MPV's
- 1 - 9 seat split-van
- 1 - 3 seat van
- 1 - 7 seat car

The cost of operating these vehicles is met with money raised through the Students' Union commercial activities and our grant from the University. As the vehicles are expensive to lease and maintain, one of the main purposes of this booklet is to help you to help your Students' Union by looking after the minibuses as best as you can, so that they will last, and you will be safe.

Where can you take the vehicles?

All the vehicles can be driven on UK roads.

Minibuses cannot be taken abroad (this includes Southern Ireland/Eire). This is due to differences in European Laws.

The vans, MPVs and car may be taken abroad so long as:

- You provide a risk assessment for your proposed trip
- You provide a full itinerary
- You fill in all the usual booking forms
- You have at least two drivers for each vehicle
- You make the booking, and complete all paperwork at least two weeks before the proposed trip

Who can use the Union vehicles?

Union vehicles are for use on union business such as:

- Sports matches and Clubs, societies' events and social activities
- Union amenities and Student Union staff in the process of carrying out their duties
- Other uses to the benefit of students, staff and associate members that fall within the remit of the Students' Union (i.e. Student welfare)

Vehicles may also be used by University staff for University business provided that the vehicle is included in the University insurance for that period. The University may stipulate other requirements such as the driver having taken a competency test.

Central London Congestion charge

The 14 seat buses, the 9 seat MPVs and the 9 seat Split Van are exempt from this charge, **the hirer of the Van, and the 7 seat car are liable for paying the congestion charge or fines incurred due to non-payment.**

Dartford Bridge

Booking Vehicles

To ensure that the vehicles are only being hired out to the groups who can legally hire them, only certain people representing these groups can sign to hire one out.

- Authorized signatories of sports clubs and societies
- Staff and Students of the University or Students' Union
- University Departments who have proof of insurance (Purchase Order)

Vehicles should be booked by filling in the form on the Students' Union website. This can be found at: <http://www.ussu.co.uk> – Your Union – Transport Services

You MUST complete a Trip Registration Form and Participants list. These are available from the Union Reception, and you will need to know the names and URN's of all the passengers intending to go on the trip. These must be handed in to the Union before you leave.

Priority Booking for Certain Groups

Priority will, in most cases, be given on a first come, first served basis except when sports clubs require transport to and from BUCS events.

Other activities may take precedence over all other activities. For example, use of the Minibuses for nightclub runs and Freshers' Week Moving In.

Societies that tow trailers have priority on vehicles with tow bars if other vehicles are available.

Union use will take precedence over personal or University use.

Hire Charges

Hire charges for student union use are 56 pence per mile for the first 150 miles, thereafter 41p per mile (fuel costs refunded).

The hire charge for university departments is 56p per mile, with a minimum charge of £35 per day

For up to date costs please visit: www.ussu.co.uk – Your Union – Transport Services

Who Can Drive a Union Vehicle

- University of Surrey Students
- Associate Members of the Students Union and its societies
- Union staff

Once they have passed they have been registered on our insurance and passed a competency test (all vehicles except the car)

And University Staff who have arranged University insurance to cover the vehicle.

Drivers cannot be paid to drive, or drive as part of their employment any vehicle over 9 seats unless they have taken the **DVLA PSV test (Cat D)**.

Becoming a Union Driver

In order to become a Union **Minibus (Green)** Driver you need the following:

- A clean (counterpart) driving UK or EU licence
- Be at least 21 years old
- Have been driving for at least 2 years
- Pay £25 test fee

In order to become a Union **Van (Amber) or Car (White)** Driver you need the following:

- A clean (counterpart) driving licence
- Be at least 18 years old
- Have been driving for at least 1 year
- £25 test fee (for Van only)

If you have made an **insurance claim in the last 3 years** or have a **non UK/EU licence**, or are **over 70**, then you will **need** to apply in advance at reception to complete a non-standard insurance form. This needs to be sent to the insurance company, and on approval, you will be informed and you may then book a competency test. You may have an increased insurance excess.

Our standard excess is £250. Drivers aged 18-20 have an **additional** excess of £350, drivers aged 21-24 have an **additional** excess of £100. The excess is the total amount payable by the hirer in the event of an accident.

The University test fee is £50 due to tests being subsidised for Union users.

Types of Driving Competency Test

Once you have been approved by our insurance company (either by being over 18, 1 years driving experience and no points/claims, or by filling in a non-standard drivers form & getting approved) to drive our vehicles, you may drive the 5 seat car, and be given a Union Car (White) licence.

MPV Test (Red)

You must be at least 18 and have 1 years driving experience.

This test **only** allows you to drive the **MPVs and the car**.

When you become 21, and have 2 years driving experience, you may apply for a Minibus Licence (Green), but you will be required to take another test. Most drivers take the Van test if under 21 as this is automatically upgraded at 21 years old.

Van Test (Amber)

You must be at least 18 and have 1 years driving experience.

This test **only** allows you to drive the **MPVs, Vans, and the car**.

When you become 21, and have 2 years driving experience, you will automatically be upgraded to a Minibus (Green) license without having to take an extra test.

Minibus Test (Green)

You must be at least 21 and have 2 years driving experience.

This test allows you to drive **all the union's vehicles**.

Test Procedure

The test normally lasts around two hours, and consists of familiarisation with minibus handling, and then a road test. Please look at the website at www.ussu.co.uk – Your Union – Transport Services for booking information.

(Clubs and Societies can use money from their own funds to pay for members to take their test).

The Student Union minibus licence is not an official licence to drive any minibus. It is intended purely to indicate that you have met the requirements to drive the Union minibuses.

Small Bus Permits

The Students' Union Minibuses all have "small bus permits" which consist of a disc in the minibus window and a certificate in the log book. They are **only for Student Union use**; separate permits are available for University use.

This permit allows two things:

1. Drivers who obtained their driving licence **prior to 1st January 1997** and therefore have **category D1** on their licence **may be paid** to drive minibuses
2. Drivers who obtained their licence **after 1st January 1997** may drive Student Union minibuses on union business on the standard (category B) car licence as long as they are **not paid** to do so in any way

In some situations you may be asked to drive a vehicle with 9 or fewer seats under a small bus permit. You would have to be over 21, and have 2 years experience. These situations are limited, but please display a permit if you are asked.

Trailer Licenses

Once you have passed your minibus test, subject to the rules below, you can arrange with Union Reception to be approved to tow using our vehicles. You may not tow trailers on Union vehicles unless you have been approved

More information available at: www.ussu.co.uk – Your Union – Transport Services

Towing a trailer

You can tow a trailer with a van on a standard car licence provided:

- The trailer weighs less than 750kg

Or

- The total weight of vehicle and trailer does not exceed 3500kg
- The trailer weighs less than the un-laden vehicle

Points on Your Driving License or Insurance Claims

If, once you have passed your Minibus Test and gained your Licence, you commit a driving offence and get points on your driving licence, or make any car / other vehicle insurance claims, then you **MUST** report these to the Union Reception as soon as possible. These will then be passed onto our insurance company so that our ability to insure you to drive our vehicles can be re-assessed. Whilst this re-assessment is being made (approx. 1 week) you may not **drive any Union vehicle**. Any extra costs incurred are the responsibility of the driver. **Failure to disclose any points on your licence or insurance claims gained whilst you hold a Union Minibus Licence will result in a ban from driving any Union vehicles.** It will also mean that you are **uninsured** to drive our vehicles, and thus also risk **prosecution** - so please remember to be honest!

You should also be aware that driving our vehicles can affect your personal vehicle insurance. If you are involved in an accident with our vehicles you may have to declare this to your personal insurer. You should also be aware that in the event a vehicle is damaged when parked it is the last driver of the vehicle who needs to submit the claim, even if this vehicle is parked outside the Students' Union and your hire period has ended.

Insurance

Each vehicle has its relevant insurance details in the log book.

Union Insurance

All vehicle drivers who pass the Students' Union Minibus Test are covered fully comprehensively on the Students' Union policy with Endsleigh Insurance when they are driving a Union Vehicle. These policies only cover use of Minibuses/Vans/Cars on Students' Union business.

Personal Property

Please remember that the Union Insurance Policy does not cover theft of personal property from vehicles. All personal property left in the minibuses is at the owner's own risk; so do not leave valuables, equipment, etc. in unattended vehicles.

Union Property

This includes society, sports club and amenity equipment. This is NOT insured whilst in an unattended minibus or van between 7pm and 8am and is only insured between 8am and 7pm when locked out of sight (ie. In the back of the van). Never leave equipment unattended in Union vehicles overnight. Always unload it to a secure place.

University Insurance (Purchase Order)

It is essential when vehicles are hired by University Departments for use on University (i.e. NOT Clubs' or Societies' etc) business that arrangements are made to insure the vehicle and driver under the University's policy. Departments should take their own PO to the University Insurance Office, (ext. 2021) who will then complete the necessary information. Details of the hire period must be included in the PO, which must be completed, and attached to the Minibus Booking Form when you hand it in to the Students' Union Reception. When collecting your bus you need to ensure you have been issued a University small buss permit.

COLLECTING YOUR MINIBUS AND PRE-USE CHECKS

The named driver(s) should report to union reception in plenty of time.

Drivers should bring their Union licence with them and collect log book and keys.

Union reception is open from 9am till 5:30pm Monday to Friday. If you plan to start your journey outside these times you must ensure that participation lists are submitted in advance and the keys and log book will be at Senate Security. If they keys are not with Senate Security, they will be able to contact a member of Union Staff to investigate.

The vehicles are kept parked in the Union Minibus Car Park (near Chancellors).

According to UK law, the driver of a vehicle is legally responsible for the mechanical condition of the vehicle. It is irrelevant whether the vehicle is owned, hired or borrowed. This means that the Driver must complete the following safety checks of the vehicle before the Minibus is used on public roads

The following checklist can be found in every Vehicle's Log book. It **must** be completed for every journey. If you do not do a check, for whatever reason, do not pretend you did.

External Checks

- Engine Fluid Levels satisfactory
- Windscreen Undamaged
- All windows intact
- Tyre Tread, Pressure and Condition
- Roof Rack Secure

- All Doors Open & Close
- No New Bodywork Damage
- External Driving Lights Work
- Tax Disc in Date
- Small Bus Permit Present

Internal Checks

- Fire Extinguisher Present
- Clean, with no rubbish
- Free from damage (seats, etc)
- Fuel Level is over ¼ of a tank
- Windscreen Wipers & Washers function

- Vehicle Handles OK with no unexpected noises
- Brakes Work

If **any** of the above is unsatisfactory, you must inform the Union **immediately**. This may be done by contacting **Reception (01483 689223 from 9am – 5pm)**, or by **texting: 07624 805349** and starting with 'BUS'. **If this is done before you use the vehicle, you will not be blamed!** If you only report damage on your return, we will have to assume it was caused by you and fine/bill you! You will not get a response from this service, but you will have reported the fault and it will be dealt with the next working day.

If the vehicle is not in a satisfactory condition to use (i.e. bus not present, not road legal, etc), you should **still** report the problem by texting: 07624 805349 and starting with 'BUS', but you should **also contact someone for advice**:

1. If during office hours, contact Union Reception (01483 689223)
2. If you still have not received acceptable advice, please contact Senate Security (01483 682002), and they will contact members of Union Staff

If the bus is not safe to use, contact the RAC using the details in the Vehicles' Logbook.

HIRED MINIBUSES

If your minibus is hired from a local hire company you still need to **collect the log book from union reception in the normal way**, as this will contain your **small bus permit** without which you are **not allowed to drive**. The small Bus Permit Disc must be **displayed in the windscreen**. It is also important that union reception is aware of your journey in case of any problems.

DRIVING A STUDENTS' UNION VEHICLE SAFELY

This section covers some general points regarding driving Union Minibuses Safely. Specific points (breakdowns, accidents, etc.) are covered separately in later sections.

- **UK Legislation:** All drivers must comply fully at all times with all relevant UK legislation
- **Alcohol:** Drivers must not consume any alcohol or drugs prior to driving
- **Weight limit:** It is the driver's responsibility to ensure that the vehicle does not exceed the maximum weight limit of 3500kg. As a rough guide the vehicles are about 2000kg allowing 100kg per person including all their luggage. (An average person is 80kg)
- **Using a roof rack with a minibus:** it is the driver's responsibility to check that any items on the roof rack are properly secured with rope or straps. The roof rack max rating is approx. 100kg. Be aware that a bus with a loaded roof rack will handle differently
- **Driving on Campus:** the speed limit on the Campus road is between 5mph and 20mph - if the University Security observe you/catch you on camera breaking this speed limit, you will be fined (*See section on Fines*)

- **Watch your Speed:** Drivers must observe speed limits at all times. The MAXIMUM speed, which vans may travel at is:

| | Car | Van | Minibus |
|--------------------|-------|-------|---------|
| Built-up Area | 30mph | 30mph | 30mph |
| Single carriageway | 60mph | 50mph | 50mph |
| Dual Carriageway | 70mph | 60mph | 60mph |
| Motorway | 70mph | 70mph | 60mph |

From January 2007 all minibuses will be fitted with a speed limiter which will restrict the max speed to 60mph. Speed limited vehicles should not travel in the 3rd lane of a 3 lane motorway.

All vehicles are GPS tracked, excessive speed will result in a warning or ban depending on the speed.

- **Passengers:** It is the driver's responsibility to ensure that the passenger limit is not exceeded (one passenger per seat), and to inform the passengers that they must behave in a responsible manner
- **Seat belts:** It is the driver's responsibility to inform all passengers that they must wear seat belts. The driver must check that all passengers are wearing these, and should not start the bus until all the passengers have 'belted-up'! The driver has the right to ask any passenger not complying with this to leave the bus. However, if the police stop a vehicle, and passengers are found not to be wearing seat belts, the passengers will be held individually responsible and will be charged by the police
- **Safe loading:** Any equipment carried in a minibus must be securely fastened, so that it will not cause any injuries if, for example, the Driver braked suddenly
- **Breaks:** No Driver should drive stints of
 - more than 2 hours without a 15 minute break
 - more than 4 hours without at least a 1 hour break.
 - more than 8 hours in any one day (24 hours). This is reduced to 4 hours if the driver is also working or playing sport as well as driving.

Where possible, change to another licensed Driver. Each time drivers change over, this must be logged in the Log Book

- **Rough Terrain:** Minibuses must not be driven through rough, hazardous and unsuitable terrain (e.g. off-road surfaces, the sea, etc.)
- **Damage to Buses:** If the vehicle is damaged whilst in your possession, you need to be aware that costs of the repairs may be charged to the group hiring the bus (normally internal damage) or to the driver (where it can be shown to be their fault). These costs may only be refunded at the discretion of the Union Transport Working Group. The normal fines procedure will then apply (*see later*)
- **Mobile phones:** Mobile phones must not be used at all whilst driving union vehicles containing passengers,(failure to comply will result in fines and a disciplinary). Short conversations using a hands free kit will be permitted if no passengers are present. The DialPad is provided as a safety device. You will only be contacted using it in an emergency or if you are late returning a vehicle.
- **Reversing alarm:** where fitted these must be used at all times except in residential areas at after 23.30 and before 07.00. To switch this off the vehicle should be put in reverse twice in quick succession.
- **Driving Licence:** you are strongly advised to take both parts of your driving licence with you if on a long journey in case it becomes necessary to hire another vehicle

FIRST AID

All of the Minibuses are equipped with a sealed First Aid Kit and a plaster kit. This is for use in an emergency. If you use anything from this kit, it needs to be replaced, so you **MUST** report it in the 'Comments' section of the Log Book. **Additionally, on your return to the Campus you will need to complete a University Incident & Accident Report Form** (available from reception or in the first aid kit) detailing the reason why first aid provisions were used. If provisions from the First Aid Kit are used for a non-emergency, or its use is not reported a fine will be issued.

UNRULY PASSENGERS

This is a very rare occurrence, but one that needs to be mentioned. If a passenger ever displays threatening behaviour to the Driver or any other passengers, you must stop the Minibus as soon as is safely possible (e.g. pull into the hard shoulder on a motorway). It is then the Driver's decision as to when and whether they think that it is safe again to continue. This may mean asking the unruly passenger to leave the bus and not continue the journey with the rest of the group. Where possible **BEFORE** asking a passenger to leave, please call the Students' Union on 01483 689223 (09.00-16.00hrs) or University Security 01483 682002

(16.00-09.00 hrs) to alert them to the situation and gain advice. If the situation becomes unmanageable, call the police immediately on 999, or if you are on Campus call Security on ext. 3333, or on 01483 683333. On your return to the Campus you will need to complete a University Incident & Accident Report Form (available from reception in the Students' Union).

SECURITY DO's & Don'ts WHEN PARKING THE VEHICLE

A moment's thought goes a long way towards protecting your vehicle. Here are a few reminders:

- Always check the doors are locked and that windows are closed.
- Make sure that the steering column lock is engaged.
- Park in a well-lit area at night
- Don't leave your key in the ignition even if refuelling or in a locked area (e.g. a garage)
- If the vehicle has deadlocks or alarm, make sure that they are engaged.
- Don't leave valuables on show - lock them in the glove box, or take them with you.

FUEL

Type of fuel: All of the student union vehicles take **DIESEL** fuel. If you put in the wrong fuel, you will be fined. **If you put the wrong fuel in the vehicle do not drive it!**

Nearest petrol station: The nearest petrol stations to the University of Surrey are the 24-hour garages (Shell, Esso & Total) at Ladymead Road, Guildford

Paying for fuel:

The vehicles have fuel-cards attached to the keys. These can be used at any garage displaying the **All-Star Logo**. When paying with a fuel-card you may be asked for the **vehicle registration and current millage**. These can all be found in the **vehicles' Logbook**.

If the vehicle does not have a fuel-card, please make sure that you have enough money when you begin your travel to cover the cost for your journey. On bookings where fuel is refundable, always ask for a VAT receipt when you buy fuel, and take these to the Union Cashiers on your return to get a refund of the money.

Always return a bus with at least a quarter of a tank of fuel. It is unfair on the next user to make detours to a petrol station if the Minibus is returned nearly empty. 'Running dry' a

Minibus causes damage and costs a considerable amount of time and money to restore, A fine is payable for 'running a minibus dry' or returning with less than a quarter tank.

WHAT TO DO IF YOUR VEHICLE HAS A FAULT

Although it may be obvious, again it is in your own interests to look after the vehicles. Problems, which are not reported, may cause problems to others in situations when it may be difficult to get help. Also, Minibuses in garages are of no use to anybody.

Fault before journey starts: Report the fault in the Log Book and immediately contact the Students' Union Reception (01483 689223 9am-5pm), who will advise you whether it is safe to use the Minibus or not. Outside office hours you may text 07624 805349 and start message with 'BUS'. You will, however, not get advice from this service. If you really need advice, you may try phoning Lex Autolease/RAC on 0844 824 8866.

Where using the allocated vehicle is not safe, and where possible, an alternative Union Minibus will be allocated to you.

Fault during journey/trip: Please report any problems in the Log Book. Where it is a minor fault, ensure that you tell the Union Reception Staff on your return. Where it is a more serious fault, or you are unsure, follow the procedure as for a breakdown.

WHAT TO DO IF YOUR VEHICLE BREAKS DOWN

All of our vehicles are fully covered by a breakdown service via Lex Autolease. See the vehicles' Log Book for details of this.

You must also phone the Students Union reception (01483 689223) or the Students' Union Emergency phone number: 07623 506302.

The breakdown service will provide:

- **Roadside Rescue** - They will attempt repair, and if they cannot, recover the vehicle to the nearest Lex approved garage.
- **Recovery Service** - If the vehicle cannot be repaired at the roadside, or local garage, they will take the vehicle anywhere on the UK mainland. The RAC will provide a replacement vehicle within two hours, to carry the same number of passengers. The stranded group should specify the number of passengers and number of Union drivers present. If this service cannot be fulfilled, all passengers will be returned to the Union.
- **At Home** - Road rescue cover is included as above

Although all the necessary equipment is provided, changing a tyre on a minibus is a lot harder than on a car so you may want to call the breakdown service if you need to do this

Yellow jackets and warning triangle are provided for your safety in the case of a breakdown.

WHAT TO DO IF YOUR MINIBUS IS BROKEN INTO, IS VANDALISED, IS STOLEN OR CATCHES FIRE.

Call the police on 999. Get their advice and obtain a crime reference number.

Call the Students' Union on 01483 689223 (09.00-17.00hrs), the out of hours pager on 07623 506302, or if you cannot contact the above, University Security on 01483 682002 to alert them to the situation. You may also text: 07624 805349 starting the message with 'BUS' at any time (but you will not get a response from this system).

If the vehicle is so badly damaged that you cannot drive it then call the breakdown service and they will take the vehicle to the garage/campus and you to the university.

WHAT TO DO IF YOUR VEHICLE IS INVOLVED IN AN ACCIDENT

Although this is not a nice thought, it needs to be mentioned. If you are involved in an accident, follow these simple checklist guidelines and you should find an accident much simpler to deal with:

- It is important to stay as calm as possible
- Check that everyone is OK, and call 999 if the emergency services are needed, giving your exact location to avoid delay
- If anyone has been injured you legally have to call the police
- When you are involved in a road accident you must stop your vehicle immediately
- Be careful what you say. Don't admit fault, liability or apologise. If you admit blame the Union insurance company may refuse any claim made on your behalf
- NEVER admit to it being your fault - Don't lie, just say nothing
- Take down all the relevant details of the vehicles involved including:
 - Types of vehicles
 - Registration numbers
 - Drivers' insurance details
 - Names and addresses of drivers and witnesses
 - Check these details yourself
 - Note the time, location (road, area, town, etc.)

- Provide the other driver/s with your details
- Record the details of anyone injured Whether they are a cyclist, pedestrian, driver or passenger:
 - Name and address
 - Telephone number
 - Age
 - Apparent injuries
 - (Note if the driver and any passengers were wearing seat belts)
- Take a note of where and when the incident happened and the approximate speed of the vehicles. All vehicles should have a single use camera or use your phone, take some pictures of the accident scene
- Note down any damage to property (e.g. street lights, signs, bollards, etc.)
- Make a sketch of the scene. Try to show where vehicles came from, the direction and where they stopped. Show approximate measurements wherever possible. Take photographs where possible
- Contact Lex Autolease Accident Services on 0334 824 6100 (24/7) as soon as possible to register the insurance claim, they can also arrange recovery.
 - If asked the vehicle must be recovered to the University or a repair centre local to Guildford.
- Call the Students' Union on 01483 689223 (09.00-17.00hrs) or University Security 01483 682002 (16.00-09.00 hrs) to alert them to the situation.
- Can you get home safely in the vehicle? - If not, call the breakdown service number in your vehicle log book
- If you are ever questioned by the Press NEVER give any comments. Ask them to call the University Press Office on 01483 689314
- **On your return you will need to complete a University Incident & Accident Report Form (available from reception in the Students' Union).**
- **On your return, if you have not already done so, contact Lex Accident Services to register the insurance claim on 044 824 0707 or online form at www.lexautolease.co.uk**
- Having returned to the University following the accident, you will not be able to drive union vehicles until the insurance company have approved you to do so
- They may charge for this which is payable by the driver (this may also involve a retest)
- In the event of an accident where the driver is shown to be at fault, the hirer will be liable for the driver's insurance excess.

DAMAGE TO A VEHICLE

Damage caused by fault of Driver: Drivers who cause damage to the vehicles through misuse and return them in an unacceptable state, in the opinion of the Transport Committee, will be fined. This also covers putting petrol in diesel vans and damage caused by empty fuel tanks. If you go to pick up a vehicle and find it is damaged or in unacceptable condition, you must contact Reception or email ussu.transport@surrey.ac.uk (with photos) immediately to eliminate blame. If you take out a minibus and complain on your return, we will have no choice but to blame and fine you.

Damage caused by passengers: Passengers causing any damage to the Minibuses will be fined, individually where they can be shown to be responsible. When blame cannot be apportioned to any one passenger/s, the entire group hiring out the Minibus will be fined. Costs of the repairs may be charged to the group hiring the bus (normally internal damage) or to the driver (where it can be shown to be their fault). These costs may only be refunded at the discretion of the Union Transport Working Group. The normal fines procedure will then apply (*See later*).

MINIBUS “PASSENGER ETIQUETTE”

Irresponsible behaviour: Fines will be issued for passengers found to be behaving irresponsibly (i.e. to the possible detriment of the bus, driver and other passengers), and not adhering to the requests from the driver.

Seat belts: All passengers must wear seat belts. If the Police stop a vehicle, and adult passengers are found not to be wearing seat belts, they will be held individually responsible and will be charged by the police.

Smoking: The buses are **no smoking** zones. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the bus will be fined.

Drinking: No drinking of alcohol is allowed on the bus. Any evidence of such will result in the guilty parties being fined. Where the guilty party is not easily identifiable, the group who has hired out the bus will be fined.

RETURNING THE VEHICLE

Where to park: The Minibus Car Park near the Front Room

How to park: Reversed in a space, with the vehicle facing outwards. Do not block other vehicles in! If there are no spaces then please contact Security for advice **and** email ussu.transport@surrey.ac.uk explaining what has happened.

Check the Minibus: Check for any damage, and report any in the Log Book, and by emailing ussu.transport@surrey.ac.uk

Late return of the Vehicle: It is also a fineable offence to return the bus late, without a reasonable excuse. If you know you will be late returning in the minibus, please call the Students' Union on 01483 689223 to alert them to the situation. This is so that we, firstly, know that you are safe, and so that we can make provision for other groups who may have the bus booked after you.

Keys: 09.00 – 17.30: The Driver must return the Minibus keys to the Students' Union Reception.

When the union is closed: The Driver must return the keys and Log Book to the University Security Department, at the bottom of Senate House.

Rubbish: Please ensure that all rubbish is emptied before returning the bus. Lack of time prevents regular cleaning of the vehicles, so the onus must be on the users to return the buses in a reasonable state. If a vehicle is not returned in an acceptable state then you will be charged the cost to have the vehicle cleaned which is around £50.

FINES FOR VEHICLE OFFENCES

Fines Procedure: When a finable situation is noted to/by the Union Reception, the Union Reception will issue the fine and contact the relevant hirer. If the hirer does not agree with the fine then they may contact VP Activity to appeal the fine to the Transport Committee. Fines will be taken out of a club/society's own funds or added to the hirers bill.

Appealing against a fine: If groups or individuals do not agree with the decision of the Transport Committee regarding fines, then they are welcome to produce a written appeal against the committee's decision and present it to VP Activity.

Unpaid fines: Users who do not pay fines will have their accounts frozen and will not be able to use the vehicles.

Fines (this list is a guideline, and not exhaustive):

| Offence | Fine to hirer for 1st Offence | Fine to hirer for 2nd Offence | Driver's status |
|--|---------------------------------------|---------------------------------------|--------------------------|
| Accident, resulting in insurance claim where driver's own fault | Up to £250 + driver's personal excess | Up to £250 + driver's personal excess | Suspended pending retest |
| Unnecessary tampering with, soiling or damaging vehicle inventory, or leaving vehicles dirty or with rubbish | Cost to put right (minimum £25) | Cost to put right (minimum £45) | - |

| | | | |
|---|---------------------------------|---------------------------------|---|
| Damage caused by travel through poor or unsuitable terrain | Cost to put right (minimum £25) | Cost to put right (minimum £45) | Ban (for second offence) |
| Smoking/Drinking on vehicles, or evidence of such | £25 | £45 | - |
| Speeding (on or off campus) | Cost of ticket or £25 | Cost of ticket or £25 | Ban (for second offence) |
| Failure to use vehicle for a booking | £25 | £25 | - |
| Late return of vehicle or keys without extenuating circumstances | £25 | £25 | - |
| Parking/Congestion/etc tickets/fines | Cost of ticket/fine | Cost of ticket /fine | - |
| Returning with less than 1/4 tank of fuel | £25 | £45 | - |
| Filling up with incorrect fuel | Cost to put right (minimum £25) | Cost to put right (minimum £25) | Ban (for second offence) |
| Failure to park vehicle correctly in either approved carpark | £10 | £10 | - |
| Failure to disclose points or insurance claim whilst on Union insurance | - | - | Ban |
| Use of mobile phone whilst driving | £25 | £25 | Union Disciplinary (Ban for second offence) |
| Recovery cost as a result of fault of hirer | Up to cost | Up to cost | - |
| Lost key / any item of vehicle inventory | Cost to put right (minimum £25) | Cost to put right (minimum £45) | - |