



Edinburgh Napier University
Sports Union

EDINBURGH NAPIER UNIVERSITY SPORTS UNION

TRANSPORTATION POLICY

(REVISED 2009)

Transport available to Sports Union Clubs

There are various types of Transport available to clubs through the Sports Union. The Sports Union currently leases two 15 seat minibuses and one 9 seat vehicle; the Clubs also have access to university vehicles such as vans from the facilities department.

The Sports Union also has links with several outside hire companies who offer competitive rates for hiring cars, people carriers, minibuses and vans.

For clubs taking over 15 people to a venue the Sports Union can book a coach up to 53 seats. Where no other transport is provided, a club member willing to use their own vehicle as transport can claim back fuel at a set rate. (See below)

Booking Transport

To book any of the above transport your Transport officer/Secretary must come into the office and complete a Transport Request form. Alternatively this can be downloaded from the Webpage and emailed to the Sports Union Administrator i.stewart@napier.ac.uk

There are many requests for University minibuses so it is essential that bookings are made as early as possible. Block bookings may be made at the start of term for that term only. The only exception to this is where a club is aware that they have a BUCS/SUS competition in a following term and they will be allowed this booking. BUCS/SUS competitions will always receive priority and if necessary other clubs previous bookings will be reallocated to clubs competing in BUCS/SUS.

Only if there are two buses free at the time of the event the two Edinburgh Napier minibuses able to be block booked.

If there are no Sports Union minibuses available, the Sports Union can usually book an Outside Hire with Arnold Clark or Enterprise. Again, these minibuses book up very quickly and bookings must be made as soon as you are aware of your fixtures.

Coaches are usually booked with Ratho Coaches or McKendry's Coach Company. They will only accept bookings made by the Sports Union. Fill in a Transport Request form as indicated above.

ALL BOOKINGS FOR TRANSPORT MUST BE MADE THROUGH THE SPORTS UNION.

Any clubs arranging their own transport will have to pay for it out of their club account, it will not be considered for payment from their club budget – unless they had prior agreement from the Sports Union President.

PLEASE REMEMBER TO MAKE YOUR BOOKINGS EARLY – CLUBS ARE VERY UNLIKELY TO GET ANY TRANSPORT WHEN THEY ONLY GIVE 2-3 DAYS NOTICE.

Cancellation of minibuses

If it is necessary for the minibus to be cancelled, it should be done as far as is possible, at least two days in advance. Failure to cancel the bus in time may result in a fine from the Sports Union to the sum of the usage cost. If a club fails to cancel a Sports Union Minibus and another club has had to hire an Arnold Clark vehicle, they may become liable for the outside hire charge as well as the Sports Union.

Sports Union Drivers List

Clubs benefit from having as many members on the Driving List as possible. Once on the list, members can drive the Sports Union Minibuses and Outside Hire vehicles when on official university business only. Any person caught driving a Sports Union minibus whilst not on University business will be automatically taken off the driving list until their case is heard by the Sports Union Executive.

Official University business translates as driving club members to competition or training sessions, it does not cover club social events.

Eligibility for the Driving list

Any person(s) wishing to drive the minibus must:

- Be a Sports Union member
- Be over 21 years of age
- Have a full UK driving licence for 3 years
- Pass the University minibus Assessment
- Have no more than one speeding offence on their licence
- Use for official Sports Union business only

Any person(s) wishing to drive the minibus whilst towing a trailer must adhere to the above guidelines but must also undertake a separate trailer assessment.

Anyone wishing to take the assessment to join the list must firstly declare whether or not they have been in any type of accident in the last five years. If so then they must give details of the incidents to the Sports Union Administrator/NSA receptionist. Once cleared to sit the test they must complete a form available in the Sports Union Office. They should also bring with them their driving licence (both parts) for photocopying.

When taking out a Sports Union minibus the driver will be required to show their licence each time they collect keys from the Sports Union, who will not issue keys to anyone who has acquired penalty points. Keys must be collected from the Sports Union office prior to departure on the day of use, or by 4pm on Friday for weekend use. On return keys should be left behind the Union bar if the offices are closed. If the offices and bar are both closed keys are to be posted through the NSA building mailbox.

Minibuses should be return in a clean order, with dry seats - remember other clubs and societies in the University use these buses. Clubs that return minibuses that are dirty or with wet seats may be banned from further bookings and be charged a cleaning fee.

Transport Costs

A breakdown of Sports Union Minibus costs:

Hire of Bus charged directly to club budget

All cost for Sports Union minibuses shall be in conjunction with the cost to the Sports Union from an external hire agency. This cost will be agreed at the beginning of the academic term by the Sports Union staff and the external companies.

A fuel card will be issued to the driver of the Sports Union minibuses on collection of the keys.

This must be used to refuel the vehicle as receipts will no longer be reimbursed. All receipts for fuel purchased on the fuel card must be handed into either the NSA office or the Union bar with the keys on return. Should a club be returning a vehicle on a Saturday or Sunday the keys and card are to be deposited in an envelope and posted through the letter box of the NSA.

FUEL COSTS

Fuel costs for the Sports Union minibuses are recovered by the Sports Union from the clubs on a mileage bases, (the cost per mile will be determined by the sports union based on the

cost of petrol/diesel for that week and will be in line with external hiring). For outside hiring, policy states that the fuel must be returned to the quantity it was at the time of pick up/delivery. This cost is to be covered by the club using the minibuses. Any invoices that come in with additional fuel charges will be charged to the club in questions club account. BUDGET ACCOUNTS DO NOT COVER FUEL. The Sports Union will implement a 3 strike policy to penalise clubs that consistently fail to replace fuel to outside hirers' vehicles,

Strike 1: Fuel deficit paid out of club account + £10 Sports Union fine

Strike 2: Fuel deficit paid out of club account + £20 Sports Union fine

Strike 3: Fuel deficit paid out of club account + £50 Sports Union fine and suspension of all Sports Union minibuses bookings.

CLUBS MUST BE AWARE that should a driver be involved in an accident, there will be an excess of £250 payable by the club to the Sports Union insurance providers. (The Sports Union will cover costs if the accident is deemed not to be the fault of the driver, this decision will be ascertained from the NSA finance committee and the Sports Union Executive. Excess is dependent on an individual basis depending on age, points and time driving. Damage to the Sports Union minibuses (not covered by insurance i.e. scratches, small bumps etc) will also be charged to the relevant club. Any Driver involved in an accident whilst on Sports Union Business will be allowed to drive a Sports Union minibuses until such time as responsibility for the accident has been ascertained.

Anyone convicted of speeding or any other offence whilst driving a Sports Union minibuses will be automatically taken off the list for a minimum of one year from the date of the offence. Anyone who has been taken off the university insurance list must re-sit the minibuses test before they are allowed to be re-instated. The Sports Union Executive reserve the right to suspend any driver with immediate effect

Sports Union Minibus Usage

University Minibuses may only be used on official club business within the mainland of the UK (including Scottish Isles). Mileage for all Sports Union vehicles must be recorded using the mileage log sheets provided on collection of keys. This mileage sheet is to be submitted to the Sports Union reception once completed no later than 24 hours after return. All clubs using the Sports Union minibuses must fill out the club travel next of kin contact information sheet and submit this to the NSA reception before the trip leaves the NSA.