

## **TRANSPORT POLICY – October 2014**

### **Transport - Trips / Tours**

NSA aims to facilitate your participation in clubs and societies as effectively as possible. This transport policy outlines how we aim to do this regarding vehicle provision.

Our staff team consists of Elayne McNally, receptionist, who will book your vehicle and ensure you meet statutory compliance and Ian Stewart, Sports Administrator, who will guide you on our policies and on how to manage your financial accounts.

Please note that at busy periods we often have to hire multiple vehicles for several clubs/societies at the same time, so it is important that your club/society adheres to the policy.

We cannot guarantee to be able to meet all your requirements.

If you have any concerns about our policy or efficiency of our processes then please contact Elayne McNally, NSA receptionist, who will be happy to deal with your enquiry.

There are different regulations depending on whether we are hiring, leasing or providing you with vehicles that are owned by NSA.

All the forms referred to in this document can be downloaded from the NSA website or picked up from B34 Merchiston. They are held in the LINKS, FORMS, TRANSPORT section.

If your club is planning a Tour – it is essential that a Tour Request form and Transport Booking Form is sent in along with a list of essential passenger information of those going on Tour / Trip.

### **QUALIFYING CLUBS/SOCIETIES**

Your club/society will only be eligible to obtain a vehicle through NSA if:

- You are a properly constituted club/society and have registered ALL your members with NSA and paid the appropriate fee (where applicable). Sports Clubs require to have a minimum of 15 members and Societies a minimum of 10 members.
- You have nominated drivers who have complied with our Drivers Policy (see below).
- There is a valid reason for your club/society to require a vehicle i.e. that the journey is required to facilitate your participation in sport/societies.
- You do not have a transport suspension on your club/Society (see Suspension Policy).

## **Vehicle Hire – Form A**

If you require a vehicle you must complete and submit Form A. This form must be completed accurately and contain all the information requested to allow for the efficient processing of your application.

NSA requires **21 days**' notice of your request for a vehicle and failure to comply may mean that we are unable to meet your requirements.

Form A can be submitted in person to B34 or emailed to [nsa@napier.ac.uk](mailto:nsa@napier.ac.uk).

NSA will return to your email address Form A1 confirming the arrangements that have been made as soon as we can reasonably do so. The email will always be headed 'Vehicle Booking'. If you have any queries at this stage please contact Elayne McNally.

## **Passenger List - Form B**

By 12 noon on **the day before** you are due to depart, or 12 noon on the Friday if you have a weekend booking YOU MUST submit Form B (to B34 or [nsa@napier.ac.uk](mailto:nsa@napier.ac.uk)) which is the passenger Information list. Failure to do so **will** result in your transport being suspended.

If there are any queries about your passenger list you will be contacted by Ian Stewart, NSA Sports Administrator.

## **Hire and Fuel Costs**

All Sports clubs have 2 types of account which are administered by NSA:

- ALLOCATED – which is the amount of money NSA has allocated to your Club for the academic year. NSA will authorise how you spend this account.
- CLUB – which is the amount of money your Club members have raised themselves and deposited with NSA. There are no restrictions on how your members chose to spend this account.

NSA determines WHAT you can spend your money on from the ALLOCATED account but your members can decided WHAT to spend their money on from your CLUB account.

NSA will pay the cost of hiring vehicles for your Club PROVIDING you have enough money in your ALLOCATED account. NSA WILL NOT pay for the cost of petrol/diesel and you will have to pay this from your CLUB account or from a fare you charge each person for travelling.

**NSA may require there to be a MINIMUM of £100 in your club account before authorising a vehicle hire.** This is to ensure that there is money available should there be unanticipated costs associated with the vehicle hire.

Please consider how most effectively to use your money from both accounts as NSA will not allow either account to go overdrawn. Your Club needs to consider its financial requirements for the whole year when considering how much to spend on vehicles.

## **Drivers Policy**

All nominated drivers must:

- Be over 21 (if you are under 21 please contact Elayne McNally to discuss your application and possible options)
- Been driving for the past 2 years
- Have completed and returned the Endsleigh Insurance form to NSA
- You must disclose points on your licence and relevant criminal convictions
- Have a valid drivers' licence

Note: if you have a UK licence, NSA requires to see the photo AND paper part. If you have an International licence NSA requires to see the licence.

If you are **not** a UK licence holder you will only be able to hire an 8 seater multi-purpose vehicle.

The nominated driver is responsible for ensuring that the Club/Society and team members comply with the Transport Policy.

## **Vehicle and Behaviours – Form C**

All nominated drivers will be issued with guidance on how to maintain the vehicle and the behaviours that are expected on board by all team members.

In particular there should be no alcohol, drugs or nudity on vehicles.

While on NSA vehicles and participating in Sports and Societies all members must be mindful that they are representatives for the University and NSA.

Form C contains a checklist for consideration by drivers but it is not exhaustive. Drivers should ensure:

### **BEFORE DEPARTURE**

- Passenger form has been submitted
- Mileage log filled in
- Check the vehicle for external damage and record this on the damage sheet
- Ensure that the Section 19 permit is clearly displayed
- Take a note of the fuel level
- Take a note of the mileage
- Note any concerns regarding the internal condition of the bus
- Ensure that all team members on board behave appropriately

### **AFTER RETURNING**

- Fill up the fuel to the level it was at on departure. Retain the receipt in case of dispute.
- Take note of the mileage (picture on phone)
- Ensure the vehicle is CLEAN and tidy. Do not leave any litter on the bus

- Report any damage at the earliest opportunity to NSA and complete the Return Damage check sheet
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Failure to comply with this section of the policy will result in penalties being imposed and financial recompense required.

**Transport Suspension Policy**

A Club/Society may periodically or permanently have transport suspended or cancelled because of failure to comply with the Transport Policy. This decision will be made by the NSA and will link with the NSA Disciplinary procedures.

On behalf of my club – I have read and agree to the following Transport Policy

SPORT / CLUB .....

PRINT NAME.....

SIGN NAME.....

DATE.....