



University of Lincoln Students' Union Transport Policy for Societies, Sports Clubs, Campaigns Networks, Volunteer Groups and Representatives

Introduction

This policy covers University of Lincoln Students' Union (ULSU) members travelling on behalf of a Society, Sports Club, Campaigns Network or Volunteer Group, and Representatives, off campus. Please note that this policy applies only to non-BUCS travel; BUCS funded teams must refer to the ULSU Procedure to Govern the Allocation of BUCS Funding for more information.

Definitions

The following gives clarification on the definitions within the policy:

- Group(s) – referring to the relevant Society, Sports Club, Campaigns Network or Volunteer Group.

Each Group will refer to the following as their Staff Contact:

- Sports Clubs – Activities Manager - sports@lincolnsu.com
- Societies – Activities Manager - societies@lincolnsu.com
- Campaign Networks – Employability and Campaigns Manager – campaigns@lincolnsu.com
- Volunteer Groups - Employability and Campaigns Manager – employability@lincolnsu.com
- Representatives – Student Voice Manager – studentvoice@lincolnsu.com

Booking Transport

To book transport, the Group or Representative must contact a transport company to obtain a quote for the travel. It is not compulsory to obtain multiple quotes, although it is encouraged that quotes from several companies should be considered before deciding which company to travel with. Transport must be booked at least three days in advance of any trip. Only one quote must be submitted per trip.

When requesting a quote, the following information must be provided to the travel company in question:

- Time of travel
- Date(s) of travel
- Number of passengers

ULSU recommends the use of the following transport companies:

- PC Coaches
- J.R. Dent
- Sleafordian Coaches
- Travel Wright
- Marshalls Coaches
- Handsome Cabs

Please note that Black Cat Cabs and Direct Cars are black listed within ULSU.

For Groups and Representatives paying for their own transport, a purchase request must be submitted and approved in advance via their relevant Staff Contact.

The Group or Representative should follow up with the Transport Company to ensure that their transport is booked and confirmed and request confirmation in writing where possible. They are reminded to familiarise themselves with their chosen Transport Providers Cancellation Terms.

If any re-scheduling of transport needs to be made prior to the trip, both the relevant Staff Contact and the Transport Company should be informed as soon as possible.

Trip Lists

The Transport Trip List features the details of all members travelling to and attending said trip; the purpose of this list is to ensure that ULSU are aware of the names and relevant details of any students travelling should there be an emergency, and to enable the appropriate persons to be contacted if necessary.

This form must be submitted to ULSU Reception by the member of the Group, or by the Representative in question, who is organising the event before students leave for any trip.

The Transport Trip List can be found at ULSU Reception or online at <http://lincolnsu.com/activities/resources>.

Foreign Trips

Foreign trips are defined as any trip being undertaken outside of the United Kingdom; when booking a foreign trip, the ULSU Foreign Trip Policy must be adhered to.

Private Car Usage

Groups and Representatives are permitted to use their own vehicles to travel externally on behalf of their respective Group, should they have been approved to do so as per the ULSU Approved Drivers Policy; no members should use their private vehicle for travel on-behalf of ULSU without having been through the necessary checks as outlined in that policy.

Conduct

All Members of the relevant Group, or the Representative in question, must act courteously and respectfully when travelling with and on-behalf of ULSU, and adhere to the ULSU Code of Conduct. As outlined in the Code, consumption of alcohol whilst traveling on ULSU-related business is strictly forbidden.