



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

Introduction

University of Lincoln Students' Union (ULSU) has a duty of care to ensure that any ULSU Representative or member who drives on behalf of a Society, Sports Club, Campaigns Network or Volunteer Group does so safely, courteously and in accordance with the law. The following policy applies to any Representative, Student or Associate Member who drives on behalf of or as part of the business of the Students' Union, a Society, Sports Club, Campaigns Network, Representative Role or Volunteer Group (hereinafter referred to as 'Students' Union business'). This includes but is not limited to any of the following associated with their role in any group (as noted above) or their participation or engagement within the Students' Union:

- Visiting an external institution or venue for fixtures, training, trips or events
- Delivering or collecting goods

The policy does not cover regular or day to day journeys **not associated** with the aforementioned list of groups or the Students' Union.

This policy only applies to drivers aged 18 or over; drivers under the age of 18 will not be permitted to apply to be an approved driver.

Definitions

The following gives clarification on the definitions within the policy:

- Students' Union business – any Representative, Student or Associate Member who drives on behalf of or as part of the business of the Students' Union or a Society, Sports Club, Campaigns Network, Representative Role or Volunteer Group of which they are a part
- Group(s) - referring to the relevant Society, Sports Club, Campaigns Network or Volunteer Group.
- Driver(s) - any member(s) driving, or requesting to drive, on behalf of their Group, or the Representative in question
- Driving - refers to the activity of any member using any vehicle on behalf of their respective Group or on Students' Union business
- Commuting - refers to journeys between ULSU and external venues.
- Staff Contact – as listed below

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

- Sports Clubs – Assistant Opportunities Manager - sports@lincolnsu.com
- Societies – Assistant Opportunities Manager - societies@lincolnsu.com
- Campaign Networks – Assistant Membership Services Manager – campaigns@lincolnsu.com
- Volunteer Groups – HR Coordinator – employability@lincolnsu.com



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- Representatives – Academic Representation Co-ordinator – studentvoice@lincolnsu.com

Responsibility

It is the responsibility of all ULSU members who drive on Students' Union business to ensure that the risk is managed; this includes all associated health and safety considerations for any driving activity on the road. The relevant Staff Contact has overall responsibility to ensure that ULSU members comply with this policy. ULSU considers health and safety to be of the utmost importance whilst its members are on the road.

If a member uses a vehicle on Students' Union business without being an Approved Driver registered with ULSU, they are deemed to be committing an illegal offence as their insurance would not cover them for the purpose of the journey. Such behavior would result in disciplinary action as per the Student Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs, forming part of the Code of Conduct of the Students' Union, as well as potentially the University and Police prosecution as well.

ULSU manages risk through the implementation of rigorous checks on drivers as detailed below.

The Highway Code

All drivers are required to operate according to the requirements of the current Highway Code at all times; particular consideration should be given to vehicle maintenance, safety and security.

Driving Licences

All drivers must hold a full current driving license that permits them to drive in the UK in the appropriate vehicle category. All drivers will be required to submit their driving license to their relevant Staff Contact as part of their request to drive through the creation of a Driving License Check Code generated from <https://www.gov.uk/view-driving-licence>.

Insurance

All drivers are required to have insurance that covers them for Class 1 Business Use. This should cover the insured driver to carry passengers and it is the responsibility of the student to verify this with their insurance company. All drivers must submit a copy of their insurance policy to their relevant Staff Contact. Should there be an additional charge to obtain Business Insurance for the purpose of their respective activity, the student may be reimbursed from the an activities' accounts, subject to approval from their activity President or Treasurer as per finance regulations.

Road Tax



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Every vehicle registered in the UK must be taxed if used or kept on a public road. Drivers will need to declare that appropriate taxes are paid as part of their request to be an Approved Driver.

Condition of vehicles

All drivers are expected to ensure that their vehicles are roadworthy and suitable for the expected duties of the driver. All drivers must submit a valid MOT certificate or proof of compliance with the car manufacturer's recommendation (in relation to servicing prior to an MOT being compulsory) for the vehicle in question.

Fitness to drive

Drivers must ensure that they are fit to drive; drivers should assess their fitness with consideration for fatigue, any alcohol intake, any side effects of prescription medication, eyesight and stress. All those applying to be Approved Drivers must sign the Declaration at the end of this policy to confirm that their sight has been tested recently and that their vision is adequate for them to drive safely.

Drivers must never drive if they feel, for any reason, that they are not fit to do so.

In accordance with the law and the interest of the health and safety of ULSU members, and other road users, the use of any mobile phone or device whilst driving is strictly prohibited. Any member found to be using a mobile phone or device whilst driving will be deemed to be in breach of this policy and may face disciplinary action in accordance with the Student Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs, forming part of the Code of Conduct of the Students' Union, as well as the Police should they or receive evidence of the activity.

Use of ULSU Vehicles

ULSU owns two vehicles (one Ford Transit Van and one nine-seater Minibus) which students may apply and book to use (on Students' Union business) subject to certain conditions. All such bookings must be made in accordance with the ULSU Vehicle Booking Policy for Members.

Regarding the Van, this may be used by students for personal or Students' Union business.

Regarding the Minibus, this may be used for the transportation of a group of students to an approved event at an external venue.



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The booking of these vehicles will be allocated on a first-come-first-served basis and therefore all bookings should be planned and made as far in advance of an event as possible.

Any bookings for the use of a ULSU owned vehicle by a student are subject to the availability of the vehicle in question and adherence with the following conditions as stated within ULSU insurance requirements:

- They must be an Approved Driver as per the process set out within this Policy
- They must have held a full, valid UK/EU License for a minimum of twelve months at the time of application
- They must be between 18 and 70 years of age
- In the event of any incident resulting in an insurance claim where the driver of the ULSU vehicle was found to be at fault or were deemed to be driving without due care and attention, Approved Drivers will be required to repay the Students' Union the following excess fees (in addition to the standard £150 excess):
 - Drivers aged 18-20 are subject to an additional excess of £350
 - Drivers aged 21-24 are subject to an additional excess of £100

The repayment of this excess will be arranged with the Finance Department as appropriate. For Sports and Societies, these monies may be deducted from their respective bank accounts, and for Representatives, and members of Volunteer Groups or the Campaigns Network, the driver may be held personally liable for that amount.

Use of ULSU Vehicles by Non-Standard Drivers

Under certain conditions, it may be necessary for ULSU to apply to their insurer for an individual's approval to drive a ULSU vehicle. These conditions are as follows:

- Drivers with a non-UK/EU Licence (excepting Norway, Channel Islands and Isle of Man)
- Drivers over the age of 70
- Drivers who have disclosed a medical condition reportable to the DVLA, where the DVLA have applied terms to their license (eg: a reduced licence period)
- Drivers who have had any driving accidents within the last three years
- Drivers with motoring convictions

The above are the conditions by which ULSU's insurers deem a person to be a **Non-Standard Driver**. In the event of any of these conditions being applicable, a Non-Standard Driver Form must be completed by ULSU and submitted to their insurance provider for approval. A response from the Insurer may take up to fourteen



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days to be received and therefore all vehicle booking requests should be made with consideration for this timeframe as set out within the ULSU Vehicle Booking Policy for Members.

Mechanical Breakdown of a ULSU Vehicle

Should a ULSU-owned vehicle suffer a mechanical breakdown whilst in use, the Approved Driver must adhere to the following steps in this order:

1. Ensure the safety of themselves and any passengers in the vehicle as far as is practicable
2. Contact the AA on 0800 389 1708, requesting roadside assistance (which is included within ULSU Vehicle Insurance)
3. Contact their respective Staff Contact, or the SU Reception, as soon as possible

If the Breakdown occurs out of hours, the Approved Driver must contact the University Security Office as soon as possible.

Process

To become an Approved Driver, the student in question must make arrangements to meet with their relevant Staff Contact (either in person or via Microsoft Teams), using the aforementioned contact details or during Drop-in times.

Prior to the appointment, the proposed Approve Driver must have completed a Private Car Usage Form which can be found on the ULSU website.

The driver must bring the following documentation to the meeting (or provide beforehand via email) and confirm the following:

- Confirmation of a sight test within the last two years
- MOT or compliance certificate
- Vehicle Insurance Certificate
- Confirmation of Road Tax Status
- Their full current Drivers Licence
- Any medical conditions reported to the DVLA, where the DVLA have applied terms to their license (eg: a reduced license period)
- Any driving accidents within the last three years
- Any motoring convictions



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All documents must be valid and in date. All documentation will be stored on the Approved Drivers List on the Students' Union Management System (SUMS) in line with the ULSU Data Retention Policy.

The Approved Driver List will be reviewed annually by the respective staff Departments and the above listed documentation requested for resubmission.

Any driver who changes their vehicle or has a change in their medical circumstances that could affect their driving in before the annual review should inform their Staff Contact immediately and will be required to resubmit all of the above documentation to demonstrate that they are adequately covered for the new vehicle and that they are fit to drive.

Failure to adhere to this process may result in disciplinary action in accordance with the Student Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs, forming part of the Code of Conduct of the Students' Union.

Reimbursement

Only approved drivers will be allowed to claim any mileage expenses. These must be claimed using the Mileage Expense Claim Form, which can be found on ULSU's website under 'Resources'.

Accidents

Any driving accidents, regardless of who was at fault, must be reported as soon as possible in line with the ULSU Health and Safety Policy for Student Members Policy (available on the ULSU website); students must ensure that they are familiar with this policy and have the relevant contact numbers saved on their phone prior to undertaking any driving on Students' Union business.

HM, September 2020



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Confirmation of a Recent Sight Test

I can confirm that I have undergone an eye test within the last two years.

(Please delete as necessary) I can confirm that:

I have taken appropriate action towards corrective measures as advised

or

No corrective measures were required

Print name:

Role:

Signature:

Date:

ULSU Vehicle Agreement

I can confirm that I have read, understood and agreed to the above listed conditions associated with the use of ULSU Vehicles, including the arrangements regarding insurance excess.

Print name:

Role:

Signature:

Date: