



## **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, or Student or Associate Member who drives on behalf of a Society, Sports Club, Campaigns Network or Volunteer Group. This includes the following;

- Visiting external institution for fixtures;
- Visiting external venues for events;
- Visiting external institution for training sessions;
- Delivering or collecting goods relating to the Society, Sports Club, Campaigns Network, Volunteer Group or Representative;
- Attending training sessions or event/trip associated with the Society, Sports Club, Campaigns Network, Volunteer Group or Representative.

The policy does not cover regular or day to day journeys not associated with the aforementioned list of ULSU Groups.

This policy only applies to drivers over the age of 18; drivers under the age of 17 will not be permitted to apply to be an approved driver.

### **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.

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 driving on behalf of their respective Group

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 – Activities Manager - [sports@lincolnsu.com](mailto:sports@lincolnsu.com)
- Societies – Activities Manager - [societies@lincolnsu.com](mailto:societies@lincolnsu.com)
- Campaign Networks – Employability and Campaigns Manager – [campaigns@lincolnsu.com](mailto:campaigns@lincolnsu.com)
- Volunteer Groups - Employability and Campaigns Manager – [employability@lincolnsu.com](mailto:employability@lincolnsu.com)
- Representatives – Student Voice Manager – [studentvoice@lincolnsu.com](mailto:studentvoice@lincolnsu.com)

## **Responsibility**

It is the responsibility of ULSU members who drive on behalf of their Group, or the Representative in question, to ensure that risk is managed, this includes all associate health and safety considerations for any driving activity on the road. The relevant Staff Contact has overall responsibility to ensure that all ULSU members comply with the policy. The ULSU considers health and safety to be of the utmost importance whilst members are on the road.

If a member uses their car for any of the points outlined in point 1 without being an Approved Driver registered with ULSU, they are committing an illegal offence as their insurance would not cover them for the purpose of the journey and would face disciplinary action from ULSU if the University of Lincoln is made aware.

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. Particular consideration should be given to vehicle maintenance, safety and security.

## **Driving Licences**

All drivers must hold a full current driving licence that permits them to drive in the UK in the appropriate vehicle category. All drivers will be requested to submit their driving licence to their relevant Staff Contact as part of their request to drive through the creation of a Driving Licence 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; however, it is the responsibility of the student themselves 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 activities' accounts, ensuring approval from their activity President or Treasurer as per finance regulations.

## **Road Tax**

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 requesting 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, alcohol, drugs, eyesight and stress. Members must sign the Declaration at the end of this policy to confirm that their sight is adequate and they are fit to drive in terms of this.

Drivers should not drive if they feel 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 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.

### **Process**

To become an approved driver, the Group member, or the Representative in question, must make an appointment to see the relevant Staff Contact. They can be contacted as per the details listed on Page 1, or during Drop-in times.

Prior to the appointment, the driver must have completed a Private Car Usage Form; this can be found on the ULSU website.

The driver must bring along the following documentation to the appointment.

- MOT or compliance certificate
- Vehicle Insurance
- Road Tax
- Full British Drivers Licence

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 annually reviewed by the relevant Department.

Any driver who changes their car or has a change in their medical circumstances that could affect their ability to drive safely in between 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 they are fit to drive.

### **Reimbursement**

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

### **Accidents and Insurance**

Any accidents must be reported to University Security as soon as possible (01522 88 6062).



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

(Please delete as necessary) I can confirm that I have taken appropriate action towards corrective measures as advised/no corrective measures where required.

Print Name .....

Signature .....

Date .....

AG – September 2019