



CHESTER
STUDENTS
UNION

SPORTS AND SOCIETIES DRIVER HANDBOOK



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INTRODUCTION

Chester Students' Union operates one people carriers 'Bobby' and 7 seater Ford C Max 'Wedgey'. We only allow all sports and societies to use the people carriers.

For this reason it is important that all users understand both the legal aspects of driving people carriers/cars, together with the internal procedures for ensuring everything operates smoothly and efficiently. This booklet summarises the procedures. Regular updates are provided by email, and to the webpages.

It is the responsibility of all users to abide by the rules and procedures in place. One group doing things incorrectly can spoil the experience for many others.

If there is any conflict between the guidance in this document and the Highway Code, then the Highway Code takes precedence

ABOUT THE SU VEHICLES

The people carriers is a Ford Tourneo people carriers with 9 seats including the driver. The people carrier is named Bobby. We also have a Ford C Max a 7 seat car including the driver. The vehicle is named Wedge. CSU transport can only be used by authorised CSU activities.

Chester

Students' Union hires out people carriers from external rental company depending on the demand.

Only Union approved drivers may drive the CSU Transport. All drivers and users of the people carriers must adhere to the Union Transport Policy.

Each people carrier/car contains a folder with the following reference information:-

- **Accident & Defect Report Form**
- **Breakdown Cover Information**
- **Tyre Replacement Information.**
- **Transport Forms**
- **Driver Eligibility**

Minibuses operate under a minibus permit scheme (or section 19 permit). This means that while the driver of a Union minibus should normally hold a Category D1 part on their Driving Licence, a driver with a Category B (normal manual car) Driving Licence is allowed to drive the people carrier or car. This applies specifically to the Union vehicles and only in the UK. **Do not assume you can drive any minibus in or outside the UK.**

Certain additional restrictions are imposed through this permit scheme - minibuses cannot generally tow trailers and have a total mass limit of 3500kg applied.

INSURANCE

All CSU Transport are insured by Chester Students' Union with QBE Insurers. The excess on all claims is £150 plus the VAT element of all repairs. In the event of a claim this will be charged to the club or society dependant on the claim.

The insurance policy does not cover theft of any contents kept in the CSU transport. Items left in the SU vehicles are done so at their owners own risk.



PARKING LOCATIONS

The current parking location of each vehicle is located opposite small hall. The 2 bays are signed posted 'CSU Transport Parking'.

If you cannot park in the correct location leave the CSU Transport outside CSU. If the gates are locked in the evening please leave the people carriers in Hollybank.

LOADING

The CSU transport all have a maximum authorised mass (MAM) of 3500kg. The MAM is the mass of the minibus plus any passengers and equipment being carried. **It is illegal to exceed the MAM limit of 3500kg.** Care must be taken particularly when transporting large amounts of equipment.

Care must also be taken about the way the minibus is loaded. The load must be spread evenly between the two axles, the vehicle should not 'sit' on either one of the axles. The maximum mass allowed on each axle is specified on the V5C Certificate (in the vehicle folder). While the whole vehicle load may be under the MAM, if the loading on either axle is over the specified limit you are still breaking the law.

As the driver of a vehicle you are personally responsible for the load that vehicle is carrying. You will be personally prosecuted if you are caught exceeding the MAM and/or individual axle limits. If in doubt ask a member of student activities staff.

FUEL

All CSU transport run on **DIESEL**. If you accidentally fill the fuel tank with any other fuel **DO NOT** attempt to start the engine. Contact the AA breakdown services (details are contained in the vehicle folder) and they will siphon the tank. You will be charged for this procedure, as well as the cost of filling the tank with the correct fuel.

Attempting to start the engine will severely damage it.



CSU transport should be full of fuel when collected. If you collect a CSU Transport which is not full of fuel, please drive to the nearest fuel station and fill the tank to the top with diesel.

The CSU Vehicles should be filled up with diesel fuel and a VAT receipt must be collected or the fuel cannot be claimed back.

Please fill out an expense claim form and attach the VAT receipt. The form MUST be handed in 7 days after the trip.

SIZE

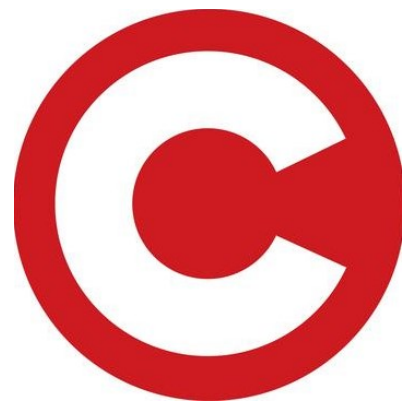
The people carriers are 2.22m wide 5.33m long and 2.02m high particular care should be taken when driving in tight spaces, down narrow streets and through wide restrictions. **This particularly applies to multi-storey car parks and low bridges.**

BUS LANES

Minibuses (15 seats) is classified as a bus accordingly to the DVLA (having more than 9 seats including the driver) and therefore can use the bus lanes. The 9 seat people carriers **can not** use the bus lanes as they are classified as a car (9 seats or less including the driver).

CONGESTION CHARGES

Please contact Student Activities Manager before your journey regarding congestion charges.



BECOMING A UNION

APPROVED DRIVER

Becoming a Union Approved Driver only entitles someone to drive Chester Students' Union vehicles. The approval has no validity elsewhere.

SECTION 1

- Be at least 19 years old.
- Have held a Full UK/EU Driving License for at least 1 year with Manual Car Category (B) on it (to be eligible international licenses must have been issued inside the EU).
- Be any of the following :-
 - 1) A current staff member of Chester' Students' Union
 - 2) A Full Member of Chester Students' Union (current students)
 - 3) Life Member of Chester Students Union.
 - 4) Associate Member of Chester Students' Union

If you answered 'No' to any part, then you will be unable to become a Union Approved Driver. Otherwise please go to Section 2.

SECTION 2

- Have you received any endorsements (penalty points) in the last 3 years?
- Have you ever been disqualified from driving?
- Have you had an accident in the last 3 years?
- Do you have any restrictions on the entitlements on your driving license?
- Are you aged 67 or over?

If you answered "No" to all the questions in Section 2 then you can book a Driving Awareness Training via the SU office.

If you answered "Yes" to any question in Section two then your application to become a Union Approved Driver will have to go through a separate process which may involve it being referred to Student Activities Manager - though you are not automatically excluded from becoming a Union Approved Driver.

If you have answered "Yes" to any part in Section two then please contact s.latham@chester.ac.uk

If at any time the answers you have given to any of the questions in Sections one and two change then you must inform the Union by emailing s.latham@chester.ac.uk. This may change your driving status.

REQUESTING CSU TRANSPORT

Request for use of CSU transport be made using the CSU online system this can be done as far in the advance the booking is needed, though at **least 3 weeks notice** is suggested. CSU Transport are allocated exactly two weeks before the requested bookings are due to commence. Requests for SU vehicles received less than two weeks before the booking is due to commence are allocated on a first come first served basis.

The allocation of the SU vehicles is made by Student Activities Manager. The allocation is determined on the event and whether this was discussed in the budget meeting. Please note BUCS matches/tournaments take priority over any booking.



RESPONSIBILITY

The CSU transport are checked on a weekly basis to ensure that they are safe and suitable for use, but ultimately the responsibility lies with the driver(s) of the vehicle as they have been used since checking. The driver must ensure that the following checks are carried out each day the vehicle is used, and that the minibus is roadworthy.

The driver (s) of CSU transport is legally responsible for the condition of the vehicle and it's passengers once on the road. If for any reason the driver or passenger s are concerned with the condition of the CSU transport and it's ability to provide a safe ride they should not take the CSU transport and as soon as possible notify the Student Activities Manager.

PRE USE CHECKLIST

The following checks must be carried out before you use a Union transport. A copy is found in the transport folder.

- The following lights are working .
 - i. Headlights and side lights
 - ii. Fog lights
 - iii. Brake lights
 - iv. Reverse lights
 - v. Hazards/indicators
- Tyre tread is legal on all tyres (including the spare).
- Windscreen is not chipped or cracked
- Driver Safety Pack is in the people carrier.
- All mirrors are present , unbroken and working.
- The minibus/people carrier fluid reserves are between minimum and maximum.
The various reservoirs are indicated on the diagram below:
 - i. Brake Fluid (A)
 - ii. Power Steering Fluid (B)
 - iii. Engine Oil (C)
 - iv. Engine Coolant (D)
 - v. Windscreen Washer Fluid (E)

If the following is not working please report to Student Activities Manager. It is the drivers responsibility to evaluate if its safe to drive the vehicle.



POST USE CHECKLIST

Once you have returned the CSU transport to its correct bay you should ensure that you have done the following:

- All windows and doors are closed and locked.
- All the lights are turned off.
- **All rubbish has been removed.**
- The hire form has been filled out with details of mileage and exact fuel fill ups.
- Use of a fire extinguisher has been reported on the hire form
- The minibus keys and the hire form are returned to the Porters.

The CSU transport should be returned to the Chester Students' Union parking bay. If after 12:00pm the CSU transport should be left at Hollybank.

Do not just park the CSU transport in any available bay. If you have to park in a different parking bay to that indicated on the hire form please email s.latham@chester.ac.uk immediately to say where you have left it.

If the CSU transport has a major fault and is unsafe for the next users then leave a yellow fault report form on the drivers seat with details of the problems. The yellow fault report forms can be found in the vehicle folder. Please also email details of the problem to s.latham@chester.ac.uk as soon as possible.

FIRST AID BAG

The sport/society first aid bag must be in the SU vehicle on your trip..

MOBILE PHONES

Mobile Phones are not permitted on the front sets as this can cause a distraction for the driver. Passengers in the front of the vehicle must be sensible members of the sport/society.



LOADING

CSU transport are not designed to carry their full quota of passengers and any significant amount of equipment. If you are intending to carry anything more than small amounts of light kit then it is advised that the people carrier should carry three less people than the advertised maximum passenger quota. Overloading is illegal and may result in you being stopped by the police.

Some general rules about loading transport are:

- No more than one person per seat, regardless of their age.
- Standing passengers are not permitted.
- All luggage and equipment must be stored safely and securely.
- No heavy luggage should be carried amongst the passengers.
- Loads must be evenly distributed within the vehicle.
- Gangways must not be blocked.



SPEED LIMITS • SAFE DRIVING

Speed limits for minibuses are generally different to those for cars and depend on the number of seats in the vehicle. The legal speed limits for the Union's transport are shown in the table below.

Road Type	9 seat vehicles
	Not Towing
Motorway	70mph
Unrestricted Dual Carriageway	70mph
Unrestricted Single Carriageway	60mph

USAGE CHARGE

CSU transport usage is 50p per mile. This will be charged from the grant account unless stated otherwise. If there is not enough money in grant this will be taken out the social account. The transport form on the online app **MUST** be completed or fines will be implemented.

Example: 58 miles at 50p is a cost to the sport or society of £29.00

SAFETY

Drivers have the ultimate responsibility for the welfare and supervision of passengers and the security and safety of the CSU transport. The duty of care for the passengers lies with the driver.

Seat belts must be worn at all times by passengers as well as the driver.



Drivers must check any prescription drugs you are taking to confirm you are fit to drive. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

Smoking is not permitted in any union transport - it is illegal. It is also against the law to carry open containers of alcohol in the Union's transport. The Union operates a strict zero limit on drugs or alcohol policy for drivers. Anyone found to be under the influence of drugs or alcohol, no matter how small an amount, will be banned from driving and will put forward to Union disciplinary.

Please do not drink alcohol the night before driving the SU vehicles. Go to bed early and be well rested.

All drivers must observe the Highway Code at all times and comply fully with the road traffic laws in force.

EMERGENCY PROCEDURE

Accident Procedure

If you are involved in an accident and anyone is hurt, call the emergency services immediately. If no one is injured then proceed as follows:

- 1) Prevent any further collisions by moving the SU vehicles off the road. Switch on the hazard lights and all passengers wear the fluorescent jackets. **DO NOT** attempt to stop on a soft verge and if the SU vehicles is severely damaged or on its side then do not attempt to move it.
Take all the details of the other driver involved. Do not admit fault for the accident. Take photos of the accident.
- 1) Get details of **AT LEAST TWO** witnesses.
- 1) If asked for details then provide the drivers name. Any contact details provided should be those of Student Activities, Chester Students' Union, Parkgate Road, Chester, CH1 4BJ or call 01244 513395.
- 1) All accidents must be reported to either the Union or Porters as soon as possible and the relevant forms will need to be completed as soon as possible upon return to Chester Students' Union, during office hours contact the Student Activities Manager on **01244 513395** Outside of office hours you should contact Porters on **01244 511000**.

6) Drivers who are asked to produce the people carrier insurance certificate should present the laminated photocopy located in the vehicle folder. If these are not sufficient they should note the name, number and station of the Police Officer and state that the driver of the people carrier will produce the necessary documentation at the local Police Station. The Student Activities Manager will arrange for this to happen if it is not possible for the student to present the documentation in person.

After an accident make sure that everyone is safe and warm, no one is left on their own. Do not give anyone anything to eat or drink. Sometimes potentially serious injuries are not immediately apparent. Don't attempt to remove a motorcyclist helmet unless it is absolutely necessary.



BREAKDOWNS

In the event of a breakdown, try to move the CSU transport as far to the left of the road as possible. Switch on the hazard lights and wear the fluorescent jackets. All Union minibuses have AA breakdown cover. There is details in the CSU folder with the emergency number You will need to tell them the registration of the minibus as well as your precise location.

FLAT BATTERY

In case of a flat battery you will need to borrow some jump leads. The red cable should be connected to the positive terminal in the engine bay, marked with a red cover. The black cable should be connected to the engine lifting mount. Run the at moderately high revs and then start the minibus. Leave both engines running for at least three minutes before disconnecting the jump leads in a reverse order. **DO NOT** switch the headlamps on while boosting the battery as the peak voltage can blow the bulbs.

IN CASE OF FIRE

If you suspect a fire in the engine compartment:

- 1) Pull over and stop as soon as possible
- 2) Switch the engine off
- 3) Get all passengers out as quickly and safely as possible. Move away from the minibus and keep all onlookers away.
- 4) Contact the emergency services

5) If it is safe to do so, warn oncoming Traffic

6) **DO NOT** open the bonnet.

BURST TYRE

If the CSU transport becomes unstable and difficult to steer you may have had a puncture or blow-out. In the event of the situation arising:

- 1) Try not to panic.
- 2) Try to keep the vehicle on a straight course by holding the steering wheel firmly.
- 3) Bring the vehicle to a gradual stop at the side of the road.
- 4) If possible try to get the transport away from other traffic. If on the motorway use the hard shoulder.
- 1) **DO NOT** attempt to change the wheel. The AA cover for transport includes changing a wheel, so you encouraged to use this service.

The QBE AA cover for each people carrier includes returning the vehicle and all passengers to your choice of destination. You should ask for the people carrier and passengers to be returned to Chester Students' Union, postcode CH1 4BJ. Otherwise you will need to facilitate the return of the people carrier to Chester Students' Union at your own cost.

CANCELLATION FEES

Should you cancel the CSU transport and the Union are not able to reallocate it then a cancellation fee will apply. This is intended to deter groups from booking transport they are likely not to need. If another group is subsequently able to use the CSU transport then the original bookers will not be charged.

Time before booking is due to start	Fee
Fewer than 24 hours	100% of the hire charges

FINES

Fines are imposed under Chester Students' Union Disciplinary Procedure (including fines and cancellation charges) for CSU transport will be made directly to the club or society accounts.

Any parking tickets and other fines/penalties incurred while CSU transport are being driven will be the sole responsibility of the driver. If a driver's eligibility to drive a CSU transport changes (e.g. if your licence gains any endorsements) then the change must be reported to the Union regardless of whether the changes in eligibility occurred whilst you were driving a CSU transport or not.

Offence	Charge
Failure to report use of spare bulb or fuse kit	£10
Leaving any rubbish	£10
Failure to report use of fire extinguisher	£20
Failure to report use of spare tyre	£20
Failure to report accident or breakdown	£50
Parking in incorrect parking bay	£10
Losing a set of keys	Replacement cost (around £230) plus £30
Using the wrong fuel	£200
Failure to turn lights off	£20
Damages externally e.g. spray paint	£100



DRIVER HOURS

INFORMATION REGARDING DRIVERS' HOURS - Summary for Drivers

DRIVER HOURS REQUIREMENTS:

- a) No more than 2 hours' driving without taking at least a 15 minute break, preferably away from the vehicle
- b) No more than 9 hours total "activity time" in a day when driving is involved*
- c) Regardless of any other regulation, no driver to complete more than 6 hours or 250 miles driving in one day including rest periods
- d) There must be at least 11 hours' complete rest period overnight between any days when there is driving.
- e) Regardless of any other regulation, 4 hours (175 miles) to be the maximum for a driver when any part of the journey is between 22.00 and 08.00, i.e. during the "normal hours of sleep"

Note; "Activity time" includes everything associated with the event and trip, e.g. driving, taking part in a sports match, getting changed before/after a match, loading trailers, etc.

In the case of any conflict in regulations, the LOWEST amount of time or mileage takes precedence

Additional considerations when relevant to the trip:

- a) For trips requiring an overnight stay, driving hours to be included in the Club/ Society/Area's risk assessment, clearly addressing the points above, with time line or pie chart
- b) Under CSU "Safe Space" and Volunteering Policies, disregarding the opinion of a driver regarding driving expectations, or pressurising a driver into driving more than s/he wants to, are to be regarded as harassment
- c) "Hanging around" time, e.g. when arriving at a venue an hour early, is not included in activity time provided that the driver is resting. If extra practice takes place, however, it is included in activity time.

TOP TIPS

1

TAKE YOUR TIME

Take some time over the smaller streets and sharper turns to make sure you negotiate them correctly.

2

TAKE BREAKS AND SHARE THE DRIVING

According to the law you must take 45 minute break for every 4.5 hours of driving.

3

STEERING

Keep both hands on the top half of the steering wheel in a 'ten to two' position.

4

BRAKING

Remember the union minibuses/people carriers are bigger and heavier than a normal car and as such you should start breaking earlier than you would in a smaller vehicle.

5

TURN WIDE AROUND CORNERS

6

BE AWARE OF YOUR VEHICLE SIZE

7

GET HELP REVERSING

8

MIRRORS

You need to use both mirrors, and perform a shoulder check, to adequately check your blind spot. If you fail to do this you may well end up having an accident. Before you set off, ensure that your mirrors are correctly orientated and change them if necessary.

SMART DRIVING



HIGHER GEAR

Driving at low revs reduce fuel consumption



SLOW DOWN

Your fuel costs will increase the faster you drive, so keep

USEFUL LINKS • CONTACTS

Student Activities Manager

Sarah Latham

s.latham@chester.ac.uk

01244 513 395

Porters

01244 511 000

01244 511 541

Student Activities Policy

<http://www.chestersu.com/wp-content/uploads/2012/10/Student-Activities-Policy-2014.pdf>

Driver and Vehicle Licensing Agency

<http://www.dvla.gov.uk>