

Registering Drivers and Minibus Tests

1. Registering Drivers

For students to drive vehicles on behalf of clubs and societies they must register to be a driver for the club/society by completing the documents and be a paid member on the database. For driving vehicles for other areas of NUSU you must just complete the documents. The documents required for registering are:

- Driver Registration form
- Driver Questionnaire
- Photocard – front
- Photocard – back
- Paper license – front (If applicable)
- Paper license – back (If applicable)

NB Licences issued in Northern Ireland will have a paper counterpart.

These documents can be brought into the Activities Centre and put in the transport box or emailed through to transportadmin.union@ncl.ac.uk.

Drivers are only insured when a confirmation email is sent to both themselves and the club/society officers. This email details the insurance excess amount and the vehicles drivers are able to drive. Documents are also included for drivers to read through and utilise if needed (i.e. breakdown numbers, hire company details and insurance details).

2. Minibus Tests

Some students may also want to be able to drive a minibus and as such will need to do a minibus test. To register to drive minibus drivers must be:

- Aged 21 or over
- Have 2 years driving experience from date test passed
- Hold a UK license

Several tests are held throughout the year. These are conducted by our minibus testers and Freshers Week Drivers, all who are volunteers.

It is highly recommended that if you want to complete a minibus test in September, you hand in all the relevant documents by the beginning of September to allow tests to be booked. During the year a waiting list is drawn up so please register at least a month before you are required to drive a minibus to allow enough time for a minibus test to be set up and those on the waiting list to be tested.