

## Transport Guide

### Coach Bookings – hire someone to drive you

BUCS Contact: Emma Moses  
E-mail: [csa.union@ncl.ac.uk](mailto:csa.union@ncl.ac.uk)  
Phone: 01912393921

Non-BUCS Contact: Conor Munro-O'Brien  
Email: [transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk)  
Phone: 01912393992

- To receive a quote fill in a “Coach Quote/Booking Form” and send to Conor ([transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk)).
- The Treasurer must sign the “Coach Quote/Booking Form”;
- Vehicle sizes include 16 seats, 24 seats, 33 seats, 49 seats and 53 seats ;
- Once you have received your quote, please confirm whether or not you wish to book the coach;
- Please note that there must be sufficient funds in your account before a coach can be booked;
- The coach is supplied by an external company, so we would advise that you book as early as possible to avoid disappointment;
- Please remember to register your trip information on the NUSU website, including full names of individuals travelling using the online form “Register a Trip”.

### Vehicle bookings – member of club/society drives hired vehicle

Contact: Conor Munro-O'Brien  
Email: [transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk)  
Phone: 01912393992

- Registering drivers
- Minibus tests
- Booking vehicles
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#### **1. Registering Drivers**

A member of a club or society can register to be added onto the insurance to drive a vehicle on behalf of the club or society or for NUSU.

To register, a driver must complete a **Driver Registration Form** and a **Driver Questionnaire** each academic year along with relevant documents depending on your licence. This needs to be handed in at least 2 weeks before a vehicle needs to be booked and at least 4 weeks before if a minibus test is required. These documents can be scanned and emailed or brought into the Activities Centre.

**For drivers with a UK licence:**

Attach to Registration and Questionnaire - a copy of the front and back of your photocard licence. Drivers over 21 years of age, who have held a full UK driving licence for at least two years, can request to take the Union's minibus test.

Drivers younger than 21 years of age with a full driving licence held for at least one year can drive any other vehicle.

**EU and International licences:**

Attach to Registration and Questionnaire - a copy of the front and back of photocard licence, and a paper licence if this is available in your country. Unfortunately drivers without a UK licence cannot drive a minibus, but can drive any other vehicle.

**All drivers:**

If the driver has had a motor accident previously we will need to know the cost or if a cost is unknown, whether the cost was less than £5000 or more than £5000.

The standard excess for a driver, 21 years old and over is £250 for drivers under 21 the standard excess is £500.

This excess can be unlimited (depending on age, experience and how clean the licence is).

This means that, in the event of an accident, where there is damage to the hire vehicle or other vehicle involved, the club or society pays a maximum of the total insurance excess and the insurance company pays anything over this amount. Some hire companies also charge a £30 administration fee.

A driver is insured only after a confirmation email has been sent out. This is emailed to the driver and the club or society officers indicating the vehicles the driver is eligible to drive and the excess amount. If over the academic year any additional points are received or if the driver has been involved in a motor accident they must inform us so that we can resubmit their insurance details.

**Drivers can also register to volunteer for Freshers and GIAG. Benefits include enhancements for your CV and entrance to some activities for GIAG free (including Paintballing, Go Ape and Go Karting!).**

## 2. Minibus Tests

NUSU has a special minibus policy which allows us to insure drivers 21 years old or over, with the use of a permit. To be eligible to drive a mini bus you must:

- Be 21 years of age or over
- Have held a **UK driving licence** for at least 2 years
- Be providing services on a voluntary basis, not for hire or reward

To drive a minibus, indicate on the driver registration form. You will then be added to the minibus test waiting list and contacted when available dates arise.

This assessment is not a test. You need to be an experienced car driver and must have been driving regularly during the six months immediately prior to the assessment. There is no provision for training anyone. The idea is to find out if you encounter a significant problem in adapting to minibus driving. Remember, driving techniques apart, the person also matters because driving a minibus makes you responsible for the safety of others.

You are assessed on the following:

1. General Control of the Vehicle and Safety Practices.
2. Managing space around the vehicle, both mobile and stationary.
3. Showing your intentions to other drivers (vehicle position etc)
4. Identifying risks and showing driving that will minimize them.

You get marked on a scale of 1 to 5 for the following categories:

- Distances
- Braking
- Reversing
- Road Position
- Parking
- Awareness
- Junctions
- Size

If you still want to do it, register as a driver with the Clubs and Societies Administrator (Transport) in the Activities Centre. If you are already registered and now fit the criteria for a minibus assessment then please email [transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk) and ask if you can be put onto the waiting list.

There is no set date for these assessments – they are scheduled on availability of Staff and the minibus.

### **3. Booking Vehicles**

To make a vehicle booking a vehicle booking form needs to be completed and handed in or emailed to Conor in the Activities office. Bookings must be made by using the form; requests through emails will not be accepted unless a completed form is attached to the email.

Please include a contact name and email address on each booking form to indicate who should be contacted regarding the booking; this will also be the person who is emailed the insurance information. More than one vehicle can be booked per form by indicating how many vehicles you require next to the options, so please save paper and use the same form for multiple vehicles.

#### **Hire company opening times:**

Directions for each hire company can be found under the transport section of running your club/society documents on the website.

#### **Arnold Clark**

**Monday to Friday**      **08:00 – 18:00**

**Saturday**              **08:00 – 17:00**

**Sunday**                **10:30 – 16:30**

Last collection 15 minutes before closing

#### **Northumbria Cars**

**Monday to Friday**      **08:00 – 17:00**

**Saturday**                **09:00 – 16:00**

**Sunday**                 **Closed**

Last collection 15 minutes before closing

#### **Ashton Garage**

**Monday to Friday**      **08:00 – 17:00**

**Saturday**                **12:00 – 16:00**

**Sunday**                 **Closed**

Last collection 15 minutes before closing

#### 4. Authorisation

Any club or society member can book a vehicle but a **treasurer** must sign off all vehicle bookings before the vehicle is due to go out (it can be provisionally booked but will need signature authorisation 5 days before hire). The treasurer does not need to be the contact for the vehicle booking. If you are emailing the form it must come from the treasurer's university email address or it will not be accepted.

It is the club or society's responsibility to inform the treasurer of vehicles that are needed to be booked and authorised. Officers select which account payment the cost is to come out – members, grant or society special grant. If no account is selected members will automatically be used.

When a vehicle is booked the account will have a commitment put on it at an estimated cost. When the vehicle invoice is received (after hire), the vehicle cost will be paid along with additional costs i.e. fuel. The cost of insurance will be transferred out of your account separately.

#### 5. Cost Estimates

When calculating costs, remember that you will have **two costs per vehicle – vehicle hire cost and insurance cost**. Any vehicles hired for 5 or more days will have a similar cost per day to that of the 4 days price (i.e.  $164.4/4 \times 5$ ). Costs below include vat. With regards to some vehicles, an MPV is a people carrier (can be driven by anyone) whereas a minibus (can be driven upon completion of minibus test).

All charges are based on a 24hr period so if you return a vehicle late you will be charged another full days cost.

<b>Insurance</b>	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>
<b>Insurance</b>	£19.60	£28.00	£42.00	£56.00
	<b>5 days</b>	<b>6 days</b>	<b>7 days</b>	<b>8-14 days</b>
<b>Insurance</b>	£70.00	£84.00	£98.00	£98.00

#### Arnold Clark

	<b>1 day</b>	<b>2 days</b>	<b>3 days</b>	<b>4 days</b>
<b>Small Car 3 door</b>	18.12	35.95	53.93	71.90
<b>Small car 5 door</b>	19.56	39.12	57.10	76.13
<b>Large Car</b>	29.64	59.28	79.96	106.61
<b>9 Seater (MPV)</b>	47.40	94.80	128.70	171.60
<b>9 and 12 seat minibus</b>	49.20	98.40	129.42	172.56
<b>Small Transit Van</b>	19.50	39.00	54.00	72.00
<b>Transit Van</b>	20.50	40.99	57.35	76.46
<b>LWB Van</b>	29.34	58.68	81.65	108.86
<b>Luton Van</b>	40.60	81.19	118.08	157.44

### **Northumbria Cars**

	1 day	Sat - Mon	Fri - Mon	Week hire
12 seat minibus	75.00	155.00	175.00	295.00
15 seat minibus	75.00	155.00	175.00	295.00

### **Ashton Garage**

	1 day	2 days	3 days	4 days
Small car	33.00	59.40	85.80	112.20
Medium Car	39.60	72.48	99.00	118.80
Large car	46.20	85.80	118.80	138.60
Transit van	33.00	66.00	99.00	125.40
LWB van	39.60	79.20	112.20	132.00
Luton van	39.60	79.20	112.20	132.00
9 seat minibus	52.80	105.60	158.40	211.20
12 seat minibus	66.00	132.00	198.00	264.00
15 seat minibus	79.20	158.40	237.60	316.80

### **6. Collection of vehicles and insurance**

Each week an email is sent out to the booking contact to confirm details of the bookings for that week and the drivers that are insured to drive based on the vehicle booking form. If any additions or changes need to be made then you can reply to that email. Insurance details will be emailed out to the contact listed on the booking form the day before the vehicle hire is due to take place. Mini bus permits MUST be collected from the office before the vehicle; to drive the vehicle without the permit would be illegal. If a driver turns up at the hire company with no insurance documents/permits they will not be able to give you the vehicle so please make sure you take the document/s with you.

Vehicles are collected from the rental companies; they do not deliver the vehicles.

### **7. Student Insurance**

So that our students can hire and driver the vehicles needed for clubs and societies to attend their many and varied events and competitions we have a special insurance policy what we use to insure the hire vehicles so students can drive. We insure all hire vehicles directly ourselves in-house and not through the rental agents. This means that no student is covered to drive until they have received the insurance confirmation from the union and to drive beforehand would be illegal regardless of what any rental agent may say. Therefore should any details of the insurance need to be changed, such as needing to change vehicle or extend the length of the insurance you must contact the Union as soon as possible or contact the insurer directly if it needs changing out of hours. No one but the union can insure or amend the policies for our hire vehicles and to drive a vehicle not listed or outside of the times stated on the insurance is illegal.

To extend the insurance or make a change to the vehicle registration, contact the Clubs and Societies Administrator (Transport) on 01912393992 or at [transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk).

To contact the insurance company to extend insurance or make a change to the vehicle registration **ONLY** during out of office hours, email [studentschemes@endsleigh.co.uk](mailto:studentschemes@endsleigh.co.uk) referencing the order reference number and policy number(both located on the Temporary Additional Vehicle cover information sheet), new vehicle registration or new finish time and copy [transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk) into the email. Please only do this if I am unable to extend the insurance for you i.e. after 5pm or at a weekend.

**In the event of a breakdown or accident** please use the procedures advised by the hire company (paperwork in vehicle) or contact QBE on Freephone helpline (0800) 3891708. If the vehicle needs to be exchanged for another then please follow the instruction on how to change the insurance details on the previous page.

In the event of an incident (where a vehicle is damaged – the hire vehicle or another vehicle), you are obliged by law to give any person affected by the incident **YOUR** details and to also pass on the following name and number: Conor Munro-O'Brien (Club and Societies Administrator) 0191239 3992 as the NUSU contact in regards to Insurance claims.

You will need to also email the Club and society Administrator Transport ([transportadmin.union@ncl.ac.uk](mailto:transportadmin.union@ncl.ac.uk)) immediately including in the email the details of the vehicle ('s) involved, the driver's name and a brief description of the event.

A **motor incident form** then needs to be completed ASAP and returned to the activities office. There is a copy of the motor incident form on the website under club or society documents in the transport section to be downloaded in the event of an accident. This has also been emailed to all drivers upon registration.

## **8. Fuel**

Please note that it is cheaper to fill the vehicle fuel to the level that the vehicle began with. This is because refuelling a vehicle at the hire company can be very costly as the rental companies will charge you for the full as well as a refuelling charge, plus VAT which can sometimes cost more than the fuel.

## **9. Travelling to London?**

Travelling in London means that you will also need to pay congestion charges and charges for travelling inside the M25. The congestion charge is £10 a day. If this is not automatically paid by a member of the club or society then a £65 penalty is issued to the hire company. The hire company will then automatically pay this and invoice us for the cost of the penalty with an additional admin fee and vat making the total £90. Please take this into consideration when travelling to London, with or without a hire vehicle.