



Union Minibus Hire: Student Groups

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Essential Information: Driver MUST READ

This document does not in any way diminish the individual's responsibility to act within the law in all regards when driving on the public highway and to comply with the Highway Code.

- **Annual Documents** - Only individuals who have passed the Union Activities (UA) minibus assessment and submitted all requested documents for the current academic year may be liable to drive under the University of Leicester Students' Union's Section 19 permit.
- **Driving Under the Influence** - Drivers must not drive under the influence of alcohol, intoxicating drugs or other substances which may impair judgement or the ability to react quickly and appropriately to road conditions or circumstances (including certain prescription drugs).
- **Driver's Pack** - You must have read the Driver's Pack (this document).
(This can be found at: <https://bit.ly/2RvDjDf>)
- **Key Collection** - The vehicle keys and Driver's Pack should be collected from the Union Reception by no later than 4:00pm.
- **Section 19 Permit** - Ensure you have a Section 19 bus permit (provided with the Driver's Pack) and it is displayed in the windscreen of the vehicle at all times it is in use.
- **Vehicle Checks** - You must complete all necessary vehicle checks.
- **Seatbelts** - The passengers are your responsibility, please ensure they are your priority and seatbelts are worn by all before moving the vehicle.
- **Alcohol** - The carriage of: open vessels of alcohol; alcohol in seating areas where luggage storage areas are available; alcohol to major sporting events and the consumption of alcohol during carriage by any passenger or the driver is strictly prohibited. The passengers are your responsibility and you may be subject to any penalties if this is not adhered to.
- **Mobile Devices** - The driver must not use hand-held mobiles or other manually operated electronic devices whilst driving.
- **Parking:**
 1. Minibus designated parking bays (located near the Physics department)
 2. Danielle Brown Sport's centre car park, to the right of the entrance, preferably in front of the green shipping container.
 3. Welford Road Car Park, Freeman's Common
Parking in the bus bay opposite the Charles Wilson or on Mayors Walk (outside the Percy Gee building) is **strictly prohibited**.
- **Cleaning** - Clean the bus after every use. Please inform the UA team if you discover any litter, offenders may be liable to a cleaning fee.
- **Refuelling** - The Union minibus should be refuelled if the fuel level is lower than or equal to ¼ of a tank.
 - Fill the minibus with diesel at the "Knighton Fields Garage" on Welford Road. (Do not pay, inform the staff you are driving the University of Leicester Students' Union minibus and complete the sheet at the service desk).
 - If filling up at a different garage, keep the receipt. This should be photocopied and attached to your log sheet (this amount will be deducted from the cost of hire).
- **Collisions** - If you are involved in a collision, **DO NOT ADMIT LIABILITY**. Ensure you refer to the Driver's Pack immediately and get all details. Take photos of the incident.

- **Key Return** - Return the keys to the Union Reception by 10am the next working day (continued late key return will be charged at £10 each time).
- **Log Sheets** - Complete minibus log sheets in full
- **Penalties** - Any penalties incurred are the sole responsibility of the driver.

Contacts list:

SU Transport Coordinator (Joe Wilson)

- sutransport@le.ac.uk
- **0116 373 6245**

Director of Membership Services (Kumaran)

- ak11@le.ac.uk
- **0116 223 1157**

Security

- Out of Hours: - **0116 252 2023**
- Emergency: - **0116 252 8888**

Union Minibus – 14 Seater (EA63 OPU)

- Breakdown or Accident (FORD) - **0203 564 4444**

Insurance Details (In the event of an accident)

- Insurer: **QBE**
- Reference number - **M0000043MBPZ**

Union Minibus 9 Seater (EJ67 NHO)

- Breakdown or Accident (RAC)– **03332023000**
- Details required when calling:
 - Business name: University of Leicester Students Union
 - Vehicle registration: EJ67 NHO
 - Make and Model: Ford, Torneo
 - Exact location of the vehicle
 - Contact number for you
 - Nature of the fault

Insurance Details (In the event of an accident)

- Insurer- **Zurich**

- Reference number - **XAO-272097-7983**

External Minibuses Breakdown/Accident

- East Midlands Hire: - **0144 224 2545**
- Practical Hire:- **0780 155 2885** OR **0779 567 8173**

EMERGENCY

- **999** OR **111**

The Driver's Responsibilities:

As a driver you are personally responsible for the vehicle's road worthiness. If any issues are found, it is you will be fined, points on your license or prosecuted. You are also responsible for any road traffic offences committed.

Before any journey in our vehicles, you must:

- **Key Collection** - Collect the vehicle keys and Driver's Pack from the Union Reception, Ground Floor Percy Gee Building no later than 4:00pm on the working day prior to your journey. (E.g. Latest 4:00pm Tuesday for a journey at 7:00pm on Tuesday, latest 4:00pm Friday for a journey at 10:00am on Sunday)
- **Log Sheets** - Complete minibus log sheets in full with all checks to be made during office hours (Monday-Friday, 9am-5pm) so that any issues can be dealt with by UA.
- **Check Seatbelts** – Ask your passengers to check and report to you if not working, ask them to move if possible, alternatively contact UA. **Passengers cannot travel if their seatbelt does not work.**
- **Journey Planning** - Plan the journey so that it can be completed safely and comfortably in accordance with the passenger's needs, taking into account the legally required break times.
- **Fit and Able to Drive:**
 - **Driving Under the Influence** - Drivers must not drive under the influence of alcohol, intoxicating drugs or other substances which may impair judgement or the ability to react quickly and appropriately to road conditions or circumstances (including certain prescription drugs).
 - **Medical Conditions** - Drivers must declare to UA if they are suffering from any medical condition which may adversely affect their ability to drive safely (e.g. epilepsy, diabetes or vision impairment) and must conform to any special arrangements set by the DVLA in relation to their condition (e.g. wearing of glasses/contact lenses).
- **Alcohol** - The carriage of: open vessels of alcohol; alcohol in seating areas where luggage storage areas are available; alcohol to major sporting events and the consumption of alcohol during carriage by any passenger or the driver is strictly prohibited. The passengers are your responsibility and you may be subject to any penalties if this is not adhered to.
- **Mobile Devices** - The driver must not use hand-held mobiles or other manually operated electronic devices whilst driving.
- **Smoking** - It is illegal for the driver or any passenger to smoke within the vehicle.

- **Testing the Brakes** - Conduct a moving brake test i.e. move the vehicle and ensure brakes are working sufficiently.

Safety in the event of an accident or breakdown:

- **Priority** - The safety of you and your passengers is paramount at all times, please prioritise this in the event of an accident or breakdown.
- **Procedures** - Follow the procedures laid out [below](#).
- **Safety Equipment** - Includes: First aid kit, Fire extinguisher (2L foam – unsuitable for use on live electrical installations), High visibility jacket, Warning triangle. Please use these when required (instructions for the fire extinguisher are on the label).
- **Vehicle Road Worthiness** - **DO NOT drive the vehicle if it is not road worthy** – e.g. lights not working, warning symbols on dashboard etc.
- **Weather** - **DO NOT drive if the weather conditions make it unsafe to do so** – e.g. snow, dense fog etc.

Union Vehicles - EA63 OPU – White Ford Transit 14-seater (including driver)

- EJ67 NHO - Ford Torneo - 9 seater (including driver):

- **Log Sheets** - Complete minibus log sheets in full
- **Vehicle Checks** - Ensure pre-journey checks are made during office hours (Monday-Friday, 9am-5pm) so that tops ups and issues can be dealt with by Union Activities.
- **Refuelling** - The Union minibus should be refuelled if the fuel level is lower than or equal to $\frac{1}{4}$ of a tank.
 - Fill the minibus with diesel at the “Knighton Fields Garage” on Welford Road. (Do not pay, inform the staff you are driving the University of Leicester Students’ Union minibus and complete the sheet at the service desk).
 - If filling up at a different garage, keep the receipt. This should be photocopied and attached to your log sheet (this amount will be deducted from the cost of hire).
You will need to complete a withdrawal form and attach the original receipt for reimbursement. (Withdrawal forms available here: <https://bit.ly/2U1f1ms>)
- **Cleanliness** - Ensure the vehicle is returned in a clean condition, remove all litter and personal belongings. You may be responsible for a cleaning charge if these conditions are not met
- **Key Collection** - Collect the vehicle keys and Driver’s Pack from the Union Reception, Ground Floor Percy Gee Building no later than 4:00pm on the working day prior to your journey. (E.g. Latest 4:00pm Tuesday for a journey at 7:00pm on Tuesday, latest 4:30pm Friday for a journey at 10:00am on Sunday)
- **Key Return** - Return the keys to the Union Reception by 10am the next working day (continued late key return will be charged at £10 each time).
- **Tyre Pressures for EA63 OPU** - The tyre pressures for the Union minibus are:
Front – 50.8psi/3.5bar/350kPa **Rear** – 68.9psi/4.75bar/475kPa).

Temporary External Vehicles:

- **Paperwork** - Check the yellow paperwork to ensure existing damage and fuel level report is correct. (If you notice any errors, please report these to UA during opening hours).
- **Fuel** - Temporary external vehicles must be returned with the same fuel level as when received (check the yellow paperwork for fuel level and the type of fuel required).

- **Fuel Fees** - Filling of external hire vehicles cannot be charged to the "Knighton Fields Garage" on Welford Road account. Keep the receipt from the fuel purchase and submit with a withdrawal form.
- **Key Collection** - Collect the vehicle keys and Driver's Pack from the Union Reception, Ground Floor Percy Gee Building no later than 4:00pm on the working day prior to your journey. (E.g. Latest 4:00pm Tuesday for a journey at 7:00pm on Tuesday, latest 4:00pm Friday for a journey at 10:00am on Sunday)
- **Key Return** - Return the keys to the Union Reception by 10am the next working day (continued late key return will be charged at £10 each time).

Inspection of External Hire Vehicles

Pre-existing Damage - Prior to driving an external hire vehicle, ensure all pre-existing damage is recorded on the yellow paperwork in your pack. If you notice any errors, please inform UA before departure. Outside of office hours (Monday-Friday, 9am-5pm) you must inform the hire company of any errors (contact information available on paperwork).

Fuel Level and Cleanliness - Prior to driving an external hire vehicle, ensure the fuel level recorded on the yellow paperwork is the amount within the vehicle and that the vehicle is provided in a satisfactorily clean state (i.e. no litter or dirt). If there issues in regards to either the fuel or cleanliness, please contact the Union Activities office immediately and record on the log sheet.

Ensure the vehicle is returned with the same fuel level as recorded on the yellow paperwork and in a **clean condition**. Fuel and cleaning charges may be attributed to the vehicle hire fee if these conditions are not met.

Damage - The policy of the UA department is that once a vehicle has been delivered by the external hire company to the University campus the vehicle becomes the **responsibility of the student group** it is being supplied for. The vehicle remains the responsibility of the student group **until the vehicle is collected by the external vehicle hire company**. As such, any damage sustained during this time is the responsibility of the student group.

Any repair costs for damage sustained will be detailed in an invoice from the external vehicle hire company following repair of said damage. The amount outlined in the invoice will be automatically withdrawn from your fundraising account.

We understand it may be frustrating if the damage was not caused by yourself. However, unless you can provide evidence to support any claims and attribute the charges to the responsible party, the charges must fall with the student group who were deemed responsible for the vehicle.

Personal Belongings

Storage of Personal Belongings in Vehicles – Please be aware that the Students' Union recommend that no personal belongings should be left in any vehicle hired through the Students' Union (including the Union minibus and external hire vehicles). In addition, the Students' Union can accept no responsibility for any damage to, theft of or loss of personal belongings left in any vehicles.

Environmentally Friendly

Carbon Emission Pledge - The Students' Union and the University have a target to reduce their combined carbon emissions; as a representative of both you are required to minimise carbon emissions where possible. Therefore, you must ensure you drive the minibus in a fuel-efficient manner.

Money Saving - Efficient driving, as well as being good for the planet, is good for your pockets. Efficient driving reduces both fuel and maintenance costs.

Please practice the following fuel-efficient driving techniques:

- **Turn off the engine** when pulled over.
- **Change into a higher gear earlier.**
(Driving at lower engine revs reduces fuel consumption).
- **Leave promptly,**
(Don't start the engine until you're ready to depart).
- **Drive smoothly, avoiding unnecessary braking and acceleration.**
- **Keep to the speed limits (you should do this anyway),**
(Cruising at 80mph can use up to 25% more fuel than at 70mph).
- **Check tyre pressure frequently,**
(Under-inflated tyres are dangerous and increase fuel consumption, check tyre pressures on your log sheet or within your vehicle (usually inside the door frame of the driver's or front passenger door or sometimes on the inside of the petrol cap).
The tyre pressures for the Union minibus are:
Front – 50.8psi/3.5bar/350kPa Rear – 68.9psi/4.75bar/475kPa).
- **Use air conditioning sparingly**
(Air conditioning increases the fuel demand, if driving at low speed use a window).

Driving Hours

Maximum Driving Hours - A driver cannot exceed a maximum continuous or accumulated driving period of 4½ hours, after which a break of at least 45 minutes must be taken. However a stop **every 2½ hours** if possible is recommended by the DVLA.

Driving 4.5 hours	Break 45 minutes
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Strenuous Activity - The Students' Union insists that drivers who have participated in strenuous activity must have a minimum of 1 hours' break before driving, and must feel alert and prepared to drive.

IMPORTANT: All drivers should be aware of the risks to passenger safety which can result from driving when tired. It is not sensible to embark on a long trip after a full day's work or activities, whether that work involves driving or not. Breaks should be built into journey planning.

Speed Limits

National Speed Limits – Please be aware that the national speed limit differs for minibuses and towing vehicles. Exceeding the speed limit is both illegal and dangerous, please ensure you are aware of the national speed limit for each type of carriageway (table below).

Vehicle	Built-up Areas	Single Carriageway	Dual Carriageway	Motorway
Cars/Motorcycles/Vans	30mph (48km/h)	60mph (96km/h)	70mph (112km/h)	70mph (112km/h)
Cars/Motorcycles/Vans when towing	30mph (48km/h)	50mph (80km/h)	60mph (96km/h)	70mph (112km/h)
Minibuses (<12 metres)	30mph (48km/h)	50mph (80km/h)	60mph (96km/h)	70mph (112km/h)

National Speed Limit Sign – The National Speed Limit is most commonly indicated by the following road sign. However, you should generally assume the National Speed Limit is in effect on any road unless there are specific speed limit signs to the contrary.

Built-up Areas – Built-up areas are identifiable by the presence of street lights along the road.

Single Carriageways – A single carriageway is a road with one or more lanes without a central reservation. If there is no barrier or verge separating your lane(s) with the oncoming traffic's lane(s), you are on a single carriageway.

Dual Carriageways – A dual carriageway is a road where the traffic travelling in the opposite direction is separated from your lane(s) by a central reservation.

Motorways – A motorway can be distinguished from a dual carriageway by the presence of **BLUE** highway signs.



Breakdown and Accidents

Safety in the event of an accident or breakdown:

- **Priority** - The safety of you and your passengers is paramount at all times – please prioritise this in the event of an accident or breakdown.
- **Vehicle Evacuation** - If vehicle evacuation is required evacuate on the side of the road without passing traffic and stand your passengers safely away from the vehicle and road.
- **Procedures** - Follow the procedures laid out below.
- **Safety equipment** - Includes: First aid kit, Fire extinguisher (2L foam – unsuitable for use on live electrical installations), High visibility jacket, Warning triangle. Please use these when required (instructions for the fire extinguisher are on the label).
- **Vehicle Road Worthiness** - **DO NOT drive the vehicle if it is not road worthy** – e.g. lights not working, warning symbols on dashboard etc.
- **Weather** - **DO NOT drive if the weather conditions make it unsafe to do so** – e.g. snow, dense fog etc.

Breakdowns – Are where the vehicle does not work and it has not had a collision with another vehicle/object. E.g. Blown tyre, ran out of fuel, lights are not working, vehicle does not start etc.

Accidents – Are where you have collided with another car/person/property regardless of fault or blame.

No Second Party - Where no second party exists (e.g. driven into a stationary object that is not someone's property), the incident should only be classified to the insurance company as an accident where the damage to the vehicle is so great the vehicle is no longer road worthy.

You are required to provide details of **ANY and ALL incidents** to UA, regardless of fault or damage incurred.

Union Minibus - Phone: - 0203 564 4444

- **Option 1 for Breakdown**
- **Option 2 for Accidents**

- Also Contact:

Security (Out of Hours): - 0116 252 2023

Security (Emergency): - 0116 252 8888

Security can contact Kumaran, Director of Membership who oversees transport if required.

IMPORTANT

When reporting an accident/breakdown ensure that you are directed to the right department:

Accident - Inform the 'Accidents' department that:

- UA (or another member of Students' Union staff) will report the full claim
- You are not the responsible keeper of the vehicle
(It is important that you do this so you do not get stranded)

Accidents – Union Minibus

Phone: - 0203 564 4444

- **Option 2 for Accidents**

Also Contact:

- **Security (Out of Hours): - 0116 252 2023**
Security (Emergency): - 0116 252 8888

Accidents Involving Other Persons -

- **Priority** - Passenger safety is your first responsibility, please ensure they are all out of harm's way as first check.
- **Liability** – DO NOT ADMIT LIABILITY. DO NOT OFFER ANY MONEY.

Lawful Requirements - You are required by law to give any person involved in the accident (pedestrian, driver etc.) your insurance details:

- Insurer: **QBE**
- Reference number EA63 OPU: **M0000043MBPZ**

Details - You must record as many details as possible, even if the incident seems trivial.

Try to record the following details and provide to UA at the earliest opportunity:

- **Make, model and registration** of any other vehicles involved,
- **Name, contact number, address and insurance details (including policy number)** of the other persons involved,
- **Date, time and place of incident** (take photos if possible),
- **Damage to all vehicles involved** (take photos if possible),
- **Weather conditions, road conditions, visibility, speed limits** or any other relevant traffic information,
- **Names and contact details of any witnesses,**
- **Injuries sustained** by any persons involved,
- **Call the police** to notify them of the accident (lawful requirement),
- Any other relevant details, including whether the police attended etc.

Animals - If your vehicle hits a dog or a farm animal, such as a sheep or cow, you are required by law to report the incident to the police. If you hit a cat or wild animal, there is no obligation to report it, but you must ensure that the animal is not injured and suffering.

In both cases you must notify the Union Activities team.

If, for any reason you need to contact the insurance company, the claims helpline number is:

0800 389 1708.

Breakdowns – Union Minibus

DO NOT ATTEMPT ANY REPAIRS ON THE VEHICLE WHILST ON THE HARD SHOULDER OF THE MOTORWAY.

ALWAYS CALL THE BREAKDOWN SERVICE.

Phone: - 0203 564 4444

- **Option 1 for Breakdown**

Also Contact:

- **Security (Out of Hours): - 0116 252 2023**
Security (Emergency): - 0116 252 8888

Passenger safety is your first responsibility; please ensure they are all out of harm's way as first check.

Always respond to warning lights, they come on for a reason and shouldn't be ignored.

If any dashboard warning comes on, **consider this a breakdown and do not attempt to continue your journey.**

Non-Motorway Breakdowns

- If the **vehicle develops a fault:**
 - **Pull off the road and stop in a safe lay by position, garage or services**
 - Switch on the **hazard lights**
 - Contact the breakdown provider (see log sheet).
- If the **vehicle stops suddenly on the road:**
 - **Pull over** to the side of the road (avoid pulling over on bends)
 - Switch on the **hazard lights**
(if possible place a warning triangle 50 paces behind the vehicle)
 - If there is **no reason to suspect any danger will come from remaining in the vehicle** – i.e. the vehicle shows **no sign of leaking fluids**, there is **no apparent fire hazard** and the vehicle is **parked in a sheltered position** (e.g. parking bay, lay-by etc.) **you may remain in the vehicle.**
However, if there is **any indication of risk** – i.e. the vehicle is **leaking fluid**, there is a **potential fire hazard** or the **vehicle is exposed** (e.g. parked on a bend, dual carriageway etc.) **exit the vehicle and stand at a safe distance** from the vehicle.
ALWAYS exit the vehicle if you breakdown on the motorway.
 - **Call for help from the vehicle** or a nearby phone
(If you have to leave the vehicle to find a phone, take notice of local landmarks and memorise your route so that you can find your way back or use GPS)
- **Inform Union Activities of all problems that have occurred**

Motorway Breakdowns

- **Pull onto the hard shoulder** as far off the carriageway as possible (If possible and safe, pull into the nearest service area)
 - “Smart Motorways” may not have a hard shoulder, in this event please attempt to **pull into the nearest emergency refuge area**, which are available at regular intervals.
 - **Before leaving the emergency refuge area** you must **contact the Regional Control Centre** and they will either dispatch a Highways England Traffic Officer and/or set signs and signals to assist your safe exit.
 - If it is not possible to reach the nearest emergency refuge area, attempt to **pull off the carriageway** if it is safe to do so.
 - If you have no option but to **stop in a live lane**, use the **hazard warning lights**. If you are in the **left hand lane** and it is safe to do so **leave the vehicle from the left hand door and wait behind the barrier**. If you are **unable to exit the vehicle**, ensure all **seatbelts remain on and call ‘999’**
 - Switch on the **hazard lights**
 - **Exit the vehicle on the passenger side** (all passengers must exit the vehicle)
 - **Stand as far away from the motorway as possible**, preferably behind a barrier or up an embankment
 - **Find the nearest roadside marker pole** (they're spaced 100 metres apart)
 - **Follow the direction arrow** to the nearest **emergency telephone** (if unable to use a mobile)
(The numbers on the poles assist the police and recovery services to locate you)
 - You will be connected to a police operator, **provide them with your:**
 - **Name**
 - **Vehicle registration number**
 - **Vehicle make, model and colour**
 - **Nature of the problem** and whether you belong to a **breakdown service**
 - **The police are obligated to come out to broken down vehicles on the motorway**
- If the vehicle cannot be repaired at the place of breakdown, it should be recovered to:

Union minibus:

- University of Leicester Campus or taken to Sandcliffe on Welford Road.

External hire:

- University of Leicester Campus

Accidents and Breakdowns – External Hire Vehicles (continues on next page)

ALWAYS CONTACT A MEMBER OF UNIVERSITY STAFF TO REPORT ANY ACCIDENTS OR BREAKDOWNS

Security (Out of Hours): - 0116 252 2023

Security (Emergency): - 0116 252 8888

East Midlands Hire

(Out of Hours): - 0144 224 2545

Practical Hire

(Out of Hours): - 0780 155 2885

If no answer: - 0779 567 8173

24 Hour Emergency Number

If you have an incident and you require support to deal with the situation independently, please contact us:

24-hour emergency number: 0116 2522023

Your call will be answered by a member of University Security staff out of normal office hours or by the University's switchboard staff between 08:30 and 17:30 Monday to Friday.

They will ask you for **information based on the questions listed below**, it is advised you prepare your responses. The person taking your call will contact a member of University staff who will arrange the most appropriate response to your request for help.

The questions you will be asked are:

- What is your name?
- What is your degree course?
- Which group is involved in the incident?
- How many people are in the group?
- Where are you?
- What is your contact telephone number, for returning your call?
- What has happened?
- Are the emergency services involved? If so, which ones and where are they from?
- Is anyone in hospital? If so, who are they and where are they?
- What help/advice do you require?

Vehicle charges and fees:

Hire costs:

Union minibus:

- £2 per hour (based on hours booked)
- £0.65 per mile

External minibus:

(All prices below are subject to VAT but are not including VAT)

Practical Hire

9 Seat Vehicles

- 1-6 Days (inc. weekend) - £54.00 per day

12/15 Seat Vehicles

- 1-6 Days (inc. weekend) - £61.60 per day

East Midlands Hire

9 Seat Vehicles

- 1-6 Days - £59.10 per day
- Weekend - £117.30

12 Seat Vehicles

- 1-6 Days - £65.10 per day
- Weekend - £195.30

Insurance

(No VAT charged but prices include an insurance premium tax at 6%)

- 1 day - £19.66
- 2 – 7 days - £13.25 per day
- 8 – 14 days - £98.31

Vehicles travelling outside of the UK are subject to a 50% loading fee on the above prices:

- 1 day - £29.49
- 2 – 7 days - £19.88 per day
- 8 – 14 days - £157.47

Charges:

Key collection (SU and External vehicles):

- Driver's Packs and keys must be **collected by 4:00pm on the working day before use** (e.g. by 4:00pm Tuesday if being used Tuesday 7:00pm; by 4:00pm Friday if being used Sunday 9:00am).

- If vehicle hire is **during office open hours** (Monday-Friday, 9:00am-5:00pm) you may collect your Driver's Pack and keys prior to use. However, please ensure you **allow time to perform the necessary vehicle checks** prior to departure (approximately 15minutes).
- **We will attempt to contact you if you fail to collect your keys before 4:00pm**, at which point you will be subject to the late key collection terms outlined below.
- Following **one first warning**, subsequent **late key collections will result in a £10 fine** withdrawn from your fundraising account.
- If the keys are **not collected before the office closes at 5:00pm you will be subject to the late cancellation terms** outlined below.
- The scheme will be **restarted at the beginning of each new academic year** (i.e. each student group receives one first warning opportunity again).

Key Return (SU and External vehicles):

- Keys must be returned to the Union Reception by **10:00am the next working day** following hire.
- During **weekend hire** Union Activities will inform you if you need to drop the keys at the security lodge and the times of this; otherwise the **default procedure** is to return the keys to the Union Reception by **10:00am Monday**.
- Following **one first warning**, subsequent **late key returns will result in a £10 fine** withdrawn from your fundraising account.
- The scheme will be **restarted at the beginning of each new academic year** (i.e. each student group receives one first warning opportunity again).
- In the event you fail to return the vehicle keys at the appropriate time and this **impedes the collection of a vehicle or the use of a vehicle**, you will be responsible for any resulting charges for the delaying or postponement of said collection or use.

Cancellation:

- Cancellations must be received **one week prior** to the hire date.
- **Union Minibus cancellation fine** if not provided one weeks' notice – will be charged at **50% of the hours booked** at the Union minibus hire rate with a **minimum £10 fee**.
- **External minibus cancellation fine** if not provided one weeks' notice – In the event we are **unable to cancel/transfer the booking** with the external provider, the cancellation fine will consist of the cost of hire and the insurance fee. In the event we are **able to cancel/transfer the booking** with the external provider, the cancellation fee will consist of a standard **£25 fee**.

Vehicle Not Used:

- **Union Minibus cancellation fine** if the driver's pack and keys are not collected or the vehicle is not used – will be charged at **50% of the hours booked** at the Union minibus hire rate with a minimum £10 fee.
- **External minibus cancellation fine** if driver's pack and keys are not collected or the vehicle is not used – In the event we are **unable to cancel/transfer the booking** with the external provider, the cancellation fine will consist of the cost of hire and the insurance fee.

In the event we are **able to cancel/transfer the booking** with the external provider, the cancellation fee will consist of a standard **£25 fee**.

Log sheets:

- **Log sheets must be completed in full** to demonstrate drivers are completing the mandatory safety checks before each journey and are not using the vehicle if it is unsafe to do so and to ensure that student groups are being charged appropriately.
- Following **one first warning**, each subsequent **failure to complete the log sheet** will result in a **£10 fine** withdrawn from your fundraising account.
- The scheme will be **restarted at the beginning of each new academic year** (i.e. each student group receives one first warning opportunity again).

Vehicle Cleanliness:

- All vehicles hired should be returned in a **clean condition, remove all litter and personal belongings**. Please minimise the amount of dirt brought into the vehicles by ensuring **all footwear is clean** before entering the vehicle. If excessive dirt is brought into the vehicle you should sweep the floors and ensure all marks are wiped off any other surfaces.
- If the Union minibus is returned unsatisfactorily clean you may be responsible for a cleaning charge of **£10**, which will be withdrawn from your fundraising account.
- If an external hire vehicle is returned unsatisfactorily clean, you will be responsible for any cleaning charges set by the external hire company (usually £25).