**ENSA Societies & Sports**

**Transport Policy**

**Summary**

This document details the policy and processes for booking and using of various types of transport by ENSA Societies and Clubs.

**Effective Date:** 13/05/2024

**Approved by:** Team Lead Student Engagement

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 09/08/2024

**Date due for review:** June 2025

**Applies to:** Sports Club & Society Office Holders/Members

1. **Reason for Policy**

To allow Clubs/Societies to travel safely to events, Committee Members should ensure that their Club/Society Members understand the policy and procedures, as set out by ENSA. Following these procedures will ensure Clubs/Societies book the correct transport, with the correct insurance and health & safety requirements in place.

1. **Becoming a Driver**
	1. All drivers must register themselves with ENSA, via the “Authorised Driver Form” on the ENSA website (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)). There is no limit to the number of drivers a Club/Society can register.
	2. To drive a car or MPV up to 9 seats, drivers must be:
* over 18 years old
* have been driving for 1 year with a full UK licence
* have no more than 3 points on their licence.
	1. To drive a 9+ seater vehicle, drivers must be:
* over 21 years old
* have been driving for 2 years with a full UK licence
* have no more than 3 points on their licence
	1. Drivers registered with ENSA may be contacted to support other Clubs/Societies who need additional drivers.
	2. Registration with ENSA expires at the end of each academic year. This means existing drivers will need to re-register and complete a new “Authorised Driver Form” for each academic year (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
1. **Driver Responsibilities**
	1. All drivers must complete or provide any documents, forms, modules, or assessments requested by ENSA. If requests are not met, the driver will be removed the Authorised Driver list and will not be permitted to hire or drive vehicles for Club/Society activity.
	2. Any vehicles used for student activities are the sole responsibility of the driver of that vehicle. For vehicles hired from external companies the driver’s responsibilities begin on collection of the vehicle.
	3. Drivers have the responsibility to ensure all legal requirements are followed including those related to passengers, such as the use of seatbelts, etc.
	4. Drivers must never drink and drive. The effects of alcohol do not wear off after a night's sleep and the Police can still detect levels of alcohol the morning after. Doing so will lead to disciplinary action (see ENSA’s Disciplinary Policy available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
	5. Drivers must not drive any vehicle, if under the influence of drugs. Doing so will lead to disciplinary action (see ENSA’s Disciplinary Policy available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
	6. Drivers of vehicles used for Club/Society activities have a responsibility for the following:
* Completion of the Transport Departure Forms:
	+ Passenger list
	+ Vehicle Inspection
	+ Transport Risk Assessment
* Payment of any fines for road traffic offences obtained whilst driving the vehicle.
* Ensuring the vehicle is in a safe condition in respect of brakes, fuel, oil & water levels, operation of lights, tyre condition and pressure, before any journey.
* Ensuring any questions about the vehicle and/or breakdown cover are resolved prior to leaving.
* Ensuring that weather and road conditions are suitable prior to departure, particularly during the winter months.
	1. If a named driver for a trip is participating in high risk or contact sports/activities, an alternate driver **MUST** be available, in case of injury.
	2. It is also strongly advised that two registered drivers attend all trips, particularly those outside of Edinburgh, in case of illness or other factors which could mean a driver is unable to drive.
1. **Use of Hire Vehicles**
	1. All hire vehicles must be requested and booked through ENSA for Club/Society activities.
	2. Any member who hires a vehicle outside of ENSA’s policies and process cannot be reimbursed and will be liable to personally pay the full cost.
	3. Bookings for transport should be submitted at least **2 weeks in advance** via the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu) (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)). Bookings requested less than 2 weeks in advance may not be approved, depending on vehicle availability.
	4. Vehicles for BUCS fixtures must be confirmed with ENSA prior to the start of the BUCS season to guarantee the bookings.
	5. Drivers must ensure temporary vehicle insurance has been arranged by ENSA before any journey. They must also have access to the confirmation details as proof of cover, in case of any issues. The vehicle must only be driven within the time frame stated on the temporary vehicle insurance document.
	6. Driver(s) must be confirmed with ENSA at least 48 hours prior to the booking. If not, the booking will be cancelled.
	7. Bookings cancelled less than 48 hours before departure date/time will incur a ‘late cancellation fee’ set by the hire company.
	8. Bookings cancelled less than 24 hours before the departure date/time will still be charged at the full hire rate.
	9. Vehicles with 12 seats need to display a permit on the dashboard throughout the entire journey.
	10. Clubs/Societies can raise funds to cover the cost of the vehicle hire, but vehicles hired through ENSA should never be used as a “taxi service” for a fee. Likewise, drivers should not be paid for their ‘services’. (This is a legal requirement.)
		1. Any clubs looking to provide a transport service for spectator for events must create a payment system for fares on our ticketing systems Native.
	11. Clubs/Societies should ensure that any non-members traveling on a vehicle have been approved by ENSA in advance.
	12. When using any vehicle for Club/Society activity, it is the responsibility of each passenger and the Club/Society Committee Members to ensure there are no drugs or alcohol consumed on board and that everyone acts in a safe and appropriate manner (including no nudity, obscene acts, rude or aggressive behaviour).
2. **Large Vehicle and Driver Hire**
	1. ENSA can provide coaches/minibuses with drivers for longer trips or where Clubs/Societies are unable drive vehicles themselves. Please follow the normal transport booking process using the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu) (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).
	2. If a Club/Society requires taxis for any reason, this should be first approved by ENSA using the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu) (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)) and following standard expenditure procedures.
3. **Using Personal Vehicles**
	1. Personal vehicles can be used for transportation of passengers, however, in the event of an incident or accident, drivers are not covered by ENSA’s insurance policy.
	2. Drivers must complete the “Authorised Driver Form” including the “Using your own vehicle” section before using their vehicle for Club/Society purposes.
	3. Drivers using their own personal vehicles must ensure they have the necessary ‘business insurance’ on their own personal policy.
	4. Personal vehicles **MUST** be logged through the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu) (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)), stating that the driver has the relevant insurance confirmation and documents.
4. **Hire Costs, Fuel Reimbursement and Fines**
	1. All vehicles hire and insurance costs (except fuel costs), are automatically deducted from the Club/Society account following confirmation of a vehicle hire booking.
	2. Each vehicle hire company has their own rules for refuelling, and drivers must check this when picking up a vehicle, as failure to follow their policy will incur additional costs.
	3. Fuel costs can be redeemed after travel using the [ENSA Societies & Sports Finance & Booking Form](https://forms.office.com/Pages/ResponsePage.aspx?id=WNzgmUucIEiGFwTDhsJUxk03wIwEdhBPm1LIpDEl9LZUMUdTV1pRODhYRTZNUk84WkFYWTdGVEJZVyQlQCN0PWcu) (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)), within 1 month of purchase, and require a dated and itemised receipt.
	4. Fuel costs for personal vehicle use shall be calculated at a maximum of 25p per mile.
	5. Mileage shall be calculated using the most direct route to the destination from Merchiston Campus. Standard mileages for journeys to/from other Universities are given in the table below.

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| --- | --- |
| Destination | Set Mileage |
| Aberdeen/RGU | 130 miles |
| Stirling | 42 miles |
| St Andrews | 56 miles |
| Dundee/Abertay | 64 miles |
| Glasgow/Strathclyde | 47 miles |
| UWS - Hamilton | 48 miles |
| UWS – Ayr | 78 miles |
| UWS – Paisley | 56 miles |

* 1. Any fines incurred, such as parking fines, bus lane fines or speeding fines, shall be automatically deducted from the Club/Society account on receipt of the fine.
1. **Accidents**
	1. ENSA expects all drivers to drive with due care and consideration, and ensure all vehicles are parked safely. However, we do understand that some accidents can’t be avoided.
	2. All ‘bumps’, near misses, accidents and/or vehicle damage, must be reported to ENSA using the ENSA Accident Report Form (available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)), as well as reported to the rental company for hired vehicles following their procedures, as soon as possible.
	3. All members using hired vehicles must adhere to the rental companies own health and safety guidelines when using their vehicles.

1. **Violations & Penalties**
	1. Violations are handled in line with the ENSA Societies and Sports Disciplinary Policy Yellow/Red Card system.
	2. Yellow cards may be issued for violations including, but not limited to:
* Failure to refuel the vehicle correctly
* Late drop off
* Vehicle Parking or Bus Lane Fines
* Failure to submit departure and/or arrival forms
* Failure to report near misses
* Failure to display permit in vehicles with 12 seats
* Vehicle not returned in a satisfactory condition
	1. Red cards may be issued for violations including, but not limited to:
* Failure to report an accident
* Speeding, dangerous driving or other offences
* Driving a vehicle without ENSA approval
* Driving without being an Authorised driver, or having the appropriate insurance
* Driving under the influence of drugs or alcohol
* Allowing alcohol to be consumed in a hire vehicle
	1. Receiving two Yellow Cards constitutes a Red Card.
	2. Receiving a direct Red Card or Red Card via two Yellow Cards will result in the club being put on probation (which includes suspension of transport hire) and/or a disciplinary procedure.
	3. Vehicles returned after the agreed drop-off date/time will be subject to a ‘late drop off fee’, set by the hire company, which will be taken from the Club/Society account.
1. **Breach of Policy**
	1. Failure to follow the policy outlined above will result in disciplinary action being taken, against individuals, full Committees and/or entire Clubs/Societies. (See ENSA’s Sports & Societies Disciplinary Policy available in our [Policy Bank](https://www.napierstudents.com/sports_socs/policybank/)).