

1. INTRODUCTION

- 1.1 This vehicle policy is aimed at regulating the use of the uea+sport Vehicles and externally hired vehicles in order to ensure that the use of vehicles through the University follows best practice.
- 1.2 For the purpose of this document, the term 'Minibus' encompasses the uea+sport 16 seater minibuses, uea+sport 7 seater van, and externally hired vehicles with more than 8 passenger seats.

2. MINIBUS DRIVERS LIST

- 2.1 A list of uea+sport qualified drivers is maintained by the uea+sport office located in the Sportspark. This list is revised at the beginning of the academic year, when each club shall inform the uea+sport office of the drivers authorised to drive for them and their driving licences will be checked by staff via the DVLA website system.
- 2.2 During the year any club may authorise additional drivers to drive the minibuses or van. As one person may drive for more than one club, these may be either drivers who are already on the list for a different club, or new drivers who will first have to pass the uea+sport Driver Assessment (see 3.3).
- 2.3 Should the club wish to remove one of their drivers from the minibus list, the three signatories of the club shall inform the uea+sport office, studentsport@uea.ac.uk.
- 2.4 Drivers who have been on the list for a period of 4 years may be asked to sit a re-assessment in order to continue. This will be at the discretion of the Student Sport Operations Manager

3. BECOMING A UNIVERSITY MINIBUS DRIVER

- 3.1 All drivers must hold a full, clean and current United Kingdom driving licence and be at least 21 years old. **All drivers must have held this licence for at least 2 years.** Please note that International driving licences can be accepted if it can be proven that it meets the aforementioned criteria.
- 3.2 Any driver who has any of the following:
 - a) Points on their licence
 - b) Been convicted of a driving offence in the last five years
 - c) Had an accident in the last 3 years
 - d) Any illness or incapacity which could affect the ability to drive (e.g. diabetes, epilepsy, impairment of vision)
 - e) Younger than 21 years old

will be at the discretion of the Student Sport Operations Manager and has to be approved by the University's insurers before being allowed to drive any vehicle under the auspices of uea+sport.

- 3.3 Any Sports Club member can obtain an application form for taking a Driver Assessment from the uea+sport office or email studentsport@uea.ac.uk (Appendix A). This test is geared to the

specific requirements and problems of driving minibuses and large vans and is administered by an external examiner, and the practical element of the test lasts approximately 90 minutes. When you have completed the form, please bring it in person to the uea+sport office or email studentsport@uea.ac.uk, where a test date will be arranged for you. Drivers must arrive at least 10 minutes before their scheduled test time, and failure to do so could result in cancellation but still payable at the student's expense.

- 3.4 If you pass a standard car driving test on or after 1st January 1997 you are only entitled to drive vehicles with no more than eight passenger seats. For vehicles with 9 seats or more, you are able to drive the vehicle under the conditions of the section 19 permit as long as you have passed the uea+sport Driver Assessment and meet the conditions below:

You drive on behalf of a non-commercial body for social purposes, but not for hire or reward.

You are aged 21 or over, but under 65;

You have held a car licence for at least 2 years;

As a University Driver you are required to present your licence to the uea+sport office at the beginning of every academic year. It is also the University Driver's responsibility to advise the uea+sport office of any accident or points received before driving a University vehicle or a vehicle hired through the University;

The vehicle does not have a MAM (Maximum Authorised Mass) of more than 3500kg;

You do not tow a trailer unless you have completed the Towing Assessment and been by authorised by the Student Sport Operations Manager. Towing is only then permitted with the van or externally hired / private suitable vehicle.

- 3.5 Before taking the test, all drivers must gain at least 30 minutes driving experience in one of the vehicles **using campus roads only**, accompanied by a driver who is already on the uea+sport Minibus Drivers list. The practice will be paid for by the club concerned (hourly minibus hire rate plus fuel).
- 3.6 Every minibus practice must be booked through studentsport@uea.ac.uk. No person may drive a vehicle outside the designated practice booking unless they have passed the minibus assessment.
- 3.7 The only people allowed in the vehicle during a practice session are the person gaining driving experience and a qualified minibus driver.
- 3.8 A requirement of all drivers that have been qualified is to make themselves available for at least one practice session for new driver applicants.
- 3.9 It is the sole responsibility of a new driver to learn how to do the necessary pre-journey checks, as displayed on the front of the vehicle chit.
- 4.0 The driver assessment also includes a short theory test paper (from Sep 2018), which must be completed in the student sport office immediately following the practical assessment. The question paper has 10 questions and the pass mark is 7 out of 10. If the pass mark is not achieved, the driver will have to re-sit the theory test at a later date before they can be authorised as a registered driver.

4. BOOKING OUT A VEHICLE

- 4.1 At least one of the uea+sport minibuses will be made available for bookings relating to the following vacation and term. Each will be given the opportunity of making bids for bookings relating to the period in the term before.
- 4.2 For uea+sport minibuses the Sports Administrator will be responsible for sending each club a vehicle bid form 4 weeks before the end of a term. Each club will get at least one of their requested dates unless there are simply too many requests for one date and priority has to be given to clubs competing in competitions.
- The Sports Administrator will notify clubs of their successful bids before the end of that term the requests were made.
- 4.3 For any bookings not made through the minibus bid system outlined above then any request for minibuses can be requested through studentsport@uea.ac.uk. Once the bid system has closed and the minibuses have been allocated, then minibuses are issued on a first come first served basis.
- 4.4 A record of minibus bookings is available by a member of staff in the uea+sport office, any queries concerning the availability of minibuses can be addressed to the Sports Administrator.
- 4.5 All bookings of external vehicles should be booked through Sports Administrator. Any request can be emailed to jacki.robinson@uea.ac.uk or studentsport@uea.ac.uk.
- 4.6 Only the driver listed on the booking form may drive uea+sport minibuses or external vehicles.

5. TAKING OUT A VEHICLE

- 5.1 All keys are to be collected from the Security Lodge and will only be handed over on receipt of a valid Vehicle Chit form. Please note that if the Lodge is closed (some evenings and weekends), the keys should be collected from the security office – door at the back of the registry building opposite Congregation Hall.
- 5.2 Vehicle Chits are issued from the uea+sport office in the Sportspark during office hours, Monday to Friday. They will be issued up to twenty four hours in advance of the trip.
- 5.3 The chit is valid only if signed by a member of the uea+sport team. Please ensure that the top part of the chit is completed by a member of the uea+staff team.
- 5.4 Please inspect the vehicle fully, before leaving campus. Any damage or faults then please mark on the Chit. On your return to the University please send in an email to studentsport@uea.ac.uk with your report.

6. RETURN OF THE VEHICLE

- 6.1 The vehicle must be returned to the drop off point before the end of the booked period.

uea+sport minibus/van – Sportspark Car Park – at the far end on the gravel adjacent to the 3G football pitches
external vehicle – Aspland minibus – as above

external vehicle – Enterprise Cars/Vans – Blackdale Car Park (accessed via road past INTO)

- 6.2 The fuel tank of the vehicle must be at least HALF FULL on return for uea+sport vehicles and COMPLETELY FULL on return for external vehicles.
- 6.3 The vehicle must be returned in a clean state. All rubbish must be removed from the vehicle before the end of the booked period. The vehicles will be checked by a member of staff after every booking and if the vehicle requires cleaning as a result of misuse by a club then that club will be responsible for paying for the cost of cleaning.
- 6.4 Also complete the end mileage on the Vehicle Chit and leave the chit inside the vehicle (i.e. in the glove box), before locking the vehicle and dropping the keys back to the Security Lodge or Security office (opposite Congregation Hall).

7. LONG DISTANCE DRIVING

- 7.1 Any driver undertaking a trip of over 150 miles or three hours (whichever comes first) in a uea+sport Minibus must be accompanied by a second qualified driver.
- 7.2 On a journey of over 150 miles the two qualified drivers must alternate every two hours or 100 miles (whichever comes first).
- 7.3 On a journey of over 150 miles or two hours there must be a three hours rest period before the same drivers may make a return journey.
- 7.4 If a driver has been involved in a sporting or other such strenuous activity they must take a one hour rest break before making a return journey, regardless of the distance travelled.
- 7.5 In the event of the second driver becoming unable to drive, the remaining driver must contact the Student Sport Operations Manager, James Raywood, 07775 878416. James must be informed of your journey time table; this should include the start time and estimated time of arrival. You also need to calculate for a twenty minute break for every two hours travelled.
- 7.6 A laminated summary of the above booking procedure (points 4.1 – 7.5) can be found in the glove box of the uea+sport vehicles and will be shown to drivers on collection of the vehicle chit (Appendix B)

8. ACCIDENTS AND DAMAGE TO VEHICLES

ANY INCIDENT/DAMAGE MUST BE REPORTED TO THE uea+sport office BEFORE 1 PM ON THE NEXT WORKING DAY.

- 8.1 It is the responsibility of the driver to report to the uea+sport staff any accidents or accidental damage to the vehicle. **If this is not done within twenty four hours of returning the vehicle, the driver will automatically be suspended from the minibus drivers list.**
- 8.2 After an accident, at the scene of accident exchange contact details with everybody involved.

- 8.3 Details of insurance company, contact number and policy number will be located within the glove box of the vehicle.
- 8.4 The Student Sport Operations Manager shall have the power to suspend any driver from the minibus drivers list who they believe to be unfit to drive a minibus, and can make enforce a re-test in order to lift the suspension if appropriate.
- 8.5 A suspended driver can submit a written and oral appeal to Student Sport Operations Group, if they wish to appeal against the suspension.
- 8.6 If it is decided by the uea+sport office that damage caused to a minibus was due to negligence, or driver error then the club will be charged the excess for the repairs to that vehicle.

9. GENERAL ABUSE OF VEHICLE POLICY

- 9.1 The Student Sport Operations Manager shall be responsible for taking up with a driver any reported abuse of the vehicle policy.
- 9.2 Any driver who knowingly persists in abusing the policy may be suspended from the minibus drivers list by the Student Sport Operations Manager.
- 9.3 DRIVERS MUST NOT DRINK ALCOHOL DURING THE TIME THAT THE VEHICLE IS IN THEIR CARE. This rule does not apply if the driver(s) are permitted to stay overnight, have completed that day's drive and will not be driving the vehicle until at least the next day. It is also worth noting that excessive drinking the day before using a vehicle can impair your judgement and should be avoided.

10. THE VEHICLE CHARGING SYSTEM

- 10.1 Clubs will be charged both an hourly rate and a mileage rate for the hire of a uea+sport vehicle. Private hire will be charged per day rate (which will be confirmed at time of booking) and the club is responsible for refilling of fuel – all external vehicles must be returned with a full tank. Please note that for external minibus hire through Asplands, an additional mileage rate may be charged if the booking exceeds 200 miles per day.
- 10.2 Change in the rates will be made periodically by uea+sport office and the current rates will appear on the reverse of the Vehicle Chit.
- 10.3 The hourly rate shall apply where a club is using the minibus for less than half a day. For periods longer than half a day then the full day rate/weekend rate will apply.
- 10.4 The uea+sport minibuses have fuel account cards that can be used at various filling stations. These cards are located in the key fobs. The Allstar fuel cards be used at approx. 85% of all filling stations nationwide (7,600 sites). If you are not sure if the filling station will accept the fuel card, you should check at the kiosk before filling. You can also check via the site locator at: www.allstarcard.co.uk/sitelocator or download the site locator app. The uea+sport office will charge the club at the mileage rate set on the Vehicle Chit.
- 10.5 Clubs will be charged the hourly rate for any bookings made but not taken up. Twenty four hours notice of cancellation of a booking must be made in order to avoid this penalty. For external vehicles the cost incurred for late cancellation will be passed on to the club.

11. MINIBUS USE OUTSIDE THE BRITISH MAINLAND

No minibus may be used outside mainland Great Britain, as tachographs are not fitted in the vehicles.

12. PRIVATE HIRE

To comply with the Transport Act 1985, the minibuses may only be hired by members of the University, they may not be used to carry members of the general public and may not be used for a profit making activity.

13. PRIVATE VEHICLES

Any driver driving their own or another person's vehicle must register themselves and the vehicle with the uea+sport office using the private vehicle registration form (Appendix C). In order to register you will require proof of insurance, MOT (if applicable) and driver's licence. A copy will be taken by the uea+sport office or the documents can be scanned to studentsport@uea.ac.uk.

15. OTHER HIRE VEHICLES

15.1 Minibuses not owned by uea+sport:

When travelling by Minibus (more than 8 passenger seats) whether uea+sport or private hire, all drivers must have passed the uea+sport Minibus Test, unless they hold a PSV or LGV Licence. All driven Minibuses must display a section 19 permit, the uea+sport minibuses have these permanently displayed on the windscreen. For external minibuses, these can be collected from Jacki Robinson in the uea+sport office no later than 1:30pm the Friday prior to the weekend.

15.2 Hire cars (less than 8 passenger seats):

These vehicles can be hired with Enterprise via the uea+sport office. Drivers must have a full clean driving licence and have 1 years' driving experience (exceptions will be at the discretion of the Student Sport Operations Manager) and will be subject to the terms and conditions of the hire company. Hirers of these vehicles are responsible for a thorough inspection of the vehicle before embarking on the trip and notifying the hire company immediately of any defects, damage or issues.

16. MINIBUSES - DRIVERS RESPONSIBILITIES

All drivers have a serious responsibility to ensure that they remain safe and within the law while driving minibuses on behalf of clubs.

The driver is personally responsible for ensuring that the vehicle is safe and within the 3500kg Maximum Authorised Mass. Any load carried (particularly on a roof rack) is safe and secure and any trailer being towed is roadworthy and loaded securely. If any defect is found e.g. a worn/damaged tyre, light bulb not working, windscreen washer empty, it is the driver who will be held responsible possibly receiving a fine and points on his/her licence.

It is also the responsibility of the driver to ensure that the vehicle is being driven in a safe manner. This includes taking immediate action if passengers are acting in a manner likely to cause the vehicle to become a hazard e.g. opening doors, hanging out of windows etc. It may be difficult for a driver to concentrate on driving and be aware of passenger behaviour, but if there is any suspicion of distracting and dangerous activities the vehicle should be stopped and the matter dealt with. The

driver should be assisted in this by other club members particularly team captains and committee members.

The vehicle keys should be held only by the driver, who should not allow any other party access to them. If the keys are willingly passed on and this results in an accident the named driver shall be held responsible, regardless of whether they were in the vehicle or not.

The uea+sport vehicles must not be used for any illegal action, either as a part of that action or as a means of carriage to that action. In the event of a uea+sport vehicle being used for illegal action, legal advice will be sought with regard to the appropriate action to be taken against the drivers.

TRAVELLING ON THE ROADS TO ACTIVITIES IS PROBABLY THE MOST DANGEROUS ACTIVITY ANY CLUB TAKES PART IN.

17. VEHICLE BREAKDOWN/ACCIDENT

- 17.1 If your vehicle breaks down, think first of all other road users and get your vehicle off the road if possible
- 17.2 Warn other traffic by using your hazard warning lights if your vehicle is causing an obstruction
- 17.3 To help other road users see you by wearing light-coloured or fluorescent clothing in daylight and reflective clothing at night or in poor visibility
- 17.4 Put a warning triangle on the road at least 45 metres (147 feet) behind your broken-down vehicle on the same side of the road, or use other permitted warning devices if you have them. Always take great care when placing or retrieving them, but never use them on motorways
- 17.6 If possible, keep your sidelights on if it is dark or visibility is poor
- 17.7 Do not stand (or let anybody else stand) between your vehicle and oncoming traffic
- 17.8 At night or in poor visibility do not stand where you will prevent other road users seeing your lights

Additional rules for the motorway

- 17.9 If your vehicle develops a problem, leave the motorway at the next exit or pull into a service area. If you cannot do so, you should...
- 17.10 Pull on to the hard shoulder and stop as far to the left as possible, with your wheels turned to the left
- 17.11 Try to stop near an emergency telephone (situated at approximately one-mile intervals along the hard shoulder)
- 17.12 Leave the vehicle by the left-hand door and ensure your passengers do the same. Never attempt to place a warning triangle on a motorway
- 17.13 Do not put yourself in danger by attempting even simple repairs
- 17.14 Ensure that passengers keep away from the carriageway and hard shoulder, and that children are kept under control
- 17.15 Walk to an emergency telephone on your side of the carriageway (follow the arrows on the posts at the back of the hard shoulder) – the telephone is free of charge and connects directly to the Highways Agency or the police. Use these in preference to a mobile phone (see Rule 283). Always face the traffic when you speak on the phone
- 17.16 Give full details to the Highways Agency or the police; also inform them if you are a vulnerable motorist such as disabled, older or travelling alone
- 17.17 Return and wait near your vehicle (well away from the carriageway and hard shoulder)

- 17.18 If you feel at risk from another person, return to your vehicle by a left-hand door and lock all doors. Leave your vehicle again as soon as you feel this danger has passed
- 17.19 If you cannot get your vehicle onto the hard shoulder do not attempt to place any warning device on the carriageway
- 17.20 Switch on your hazard warning lights
- 17.21 Leave your vehicle only when you can safely get clear of the carriageway
Disabled drivers.
If you have a disability which prevents you from following the above advice you should
- 17.22 Stay in your vehicle
- 17.23 Switch on your hazard warning lights
- 17.24 Display a 'Help' pennant or, if you have a car or mobile telephone, contact the emergency services and be prepared to advise them of your location

- 17.25 The University has produced its own step-by-step for dealing with a motor accident, which can be found in the glove box of the uea+sport vehicles (Appendix D)

- 17.26 uea+sport has also produced an emergency and breakdown procedure card with key contact details and can be found in the glove box of the uea+sport vehicles (Appendix E)

18. OBSTRUCTIONS

- 18.1 If anything falls from your vehicle (or any other vehicle) on to the road, stop and retrieve it only if it is safe to do so.
- 18.2 On a motorway do not try to remove the obstruction yourself. Stop at the next emergency telephone and call the Highways Agency or the police.

19. FUEL EFFICIENT DRIVING

- 19.1 Slow down: Driving slower saves fuel, however driving under 15mph is the most polluting. Try to keep between 20-60mph.
- 19.2 Limit idling: Avoid leaving the engine running unnecessarily, when starting up or when parking.
- 19.3 Avoid stopping and starting: Keep aware of the traffic ahead and if there are red lights or traffic queues slow down well in advance to give the lights or queue time to change or move by the time you arrive.
- 19.4 Drive less aggressively: Harsh braking and acceleration wastes fuel; try and drive as smoothly as possible by stopping accelerating well before junctions and lights and slowly accelerating away.

20. USING A ROOF RACK / TOWING A TRAILER

- 20.1 Roof racks should only be used by suitably experienced people and due care must be taken when loading, unloading and securing items – see Risk Assessment for further details (Appendix F).

- 20.2 Trailers can only be towed using a van (not minibuses) and by drivers who have passed the towing assessment. See Risk assessment for further details (Appendix G).
- 20.3 It is the driver's responsibility to remain within the weight limitations at all times, and particular care should be taken in this regard when using a roof rack or towing a trailer. On a normal licence (with no entitlements), a driver is permitted to drive vehicles with a MAM (max authorised mass) of up to 3.5 tonnes and towing a trailer up to 750kg MAM. The gross train weight (GTW – weight of the fully-loaded vehicle plus fully-loaded trailer) must not be exceeded.

21. VEHICLE SERVICING

- 21.1 Vehicles will have regular health-checks and servicing at Busseys (Hall Road, Norwich).
- 21.2 Vehicles will be booked during the Christmas, Easter and Summer break for their service and any required works will be carried out as well as a full interior and exterior valet.

uea+sport - Student Application to become a Minibus Driver

DRIVERS MUST BE OVER 21, AND HAD 2 YEARS DRIVING EXPERIENCE

APPLICANT DETAILS

name **phone** **number**
.....

age **school/year** **club**
.....

email address

GDPR statement: the details provided will only be used for the intended purpose, will be kept securely for only as long as they are required and will not be passed onto any 3rd parties.

Prior to taking the test, we must check your driving licence details. You must complete the check via the DVLA website (www.gov.uk/view-driving-licence) and provide us with the share/check code and last 8 digits of your driving licence number.

driving license number (last 8 digits)

DVLA licence check code

1. Are you already, or have you ever been on our minibus drivers list? YES / NO

If yes, which club did you drive for?

.....

2. Do you hold a full British Driving Licence? YES / NO

3. Do you have any endorsements? YES / NO

4. Have you had any driving convictions in the last 2 years? YES / NO

5. Have you had any driving accidents in the 2 years? YES / NO

6. Please give a short description of your driving experience here. i.e. how regularly have you been driving since passing your test and in what vehicles?

.....
.....
.....
.....

Prior to taking the assessment, it is now a pre-requisite that you have at least 30 minutes driving experience in one of our vehicles on campus roads only, accompanied by a driver who is already registered. Please book this practice session with uea+sport.

The driver assessment has 2 parts:

1. A practical assessment with Richard Sams (external examiner), which last approximately 90 minutes and includes pre-driving checks, H&S, and driving ability (including economical driving).
2. A theory test paper to be completed in the student sport office. 10 questions with a pass mark of 7/10.

Please prepare for your assessment by reading through the uea+sport vehicle policy and brushing up on the Highway Code, paying particular attention to driving larger vehicles.

Please note that passing the assessment is not a given – do not book an assessment the day before a club trip where you are expecting to drive! You may not pass and will need to sit a re-test.

I have read and understood the uea+sport vehicle policy and agree to abide by all the rules and conditions.

signed date

COMMITTEE USE ONLY

Please include the above as a driver for our Club

president name: signature:

secretary name: signature:

treasurer name: signature:

OFFICE USE ONLY

Drivers' Licence checked

date of test

time of test

Practical assessment pass / fail
Theory test paper score /10

Re-test details (if applicable):

date of test

time of test

Practical assessment pass / fail
Theory test paper score /10

Vehicle Procedure

Please ensure you understand the following before taking out a vehicle.

Remember to **complete** the Vehicle Check List and Mileage sections of your **Vehicle Chit**. Make sure these are accurate as we use these details to calculate costs, which will be charged to your club subs account. You can also use this document to make a note of any damage/issues you encounter with the vehicle.

Please be aware that the vehicles have a **weight limit** – if you fill it with people and equipment/luggage you might be in breach of the law (over 3.5 tonnes).

Ensure the driver takes **regular breaks** so that they are comfortable on the road. Make sure you have 2 or more drivers for long journeys (150+ miles or 3+ hours – whichever comes first).

When filling up with **diesel**, be sure to use the **fuel card** on the keyring. Externally hired vehicles must be returned with a full fuel tank and do not have fuel cards.

Remember you can find the **Emergency/Breakdown Procedures** on the laminated sheet in the glove box.

Upon your return to uni – ensure the vehicle is in a **clean** state and with at least **a half tank** of fuel, (full tank for externally hired vehicles) park it at the **far end of the Sportspark car park** (Blackdale for hire cars) and drop the **keys back to the Security Lodge** (if closed, then take to the Security Office – opposite congregation hall). Leave the completed **vehicle chit in the vehicle** (glove box), for collection by uea+sport staff.

Private Vehicle Registration Form

This form is required to be read and completed every year by any individual sports club member wishing to use their own vehicle on a sports club trip

To register you will need to bring your driving licence, car insurance policy and MOT certificate.

DRIVER DETAILS			
full name		date of birth	
term address			
	mobile:	landline:	
home address			
	mobile:	landline:	
type of license			
groups requiring your vehicle			
will you be towing a trailer?		year trailer training completed?	

VEHICLE DETAILS			
registration number			
name of registered keeper			
make / model			
other club members authorised to drive the vehicle			
insurance company			
insurance expiry date			
(office use only) produced?	driver's license	insurance document	MOT Certificate

DECLARATION

- I have informed my insurance company of my intention to transport students on behalf of uea+sport and my intention to tow a trailer (as applicable). I have also stated if I will be claiming expenses from uea+sport in connection with this additional use
- I have extended the policy and paid an additional premium as required by the insurance company
- My vehicle is road worthy and complies with all road traffic legislation
- I will inform all passengers of the legal requirement to wear seat belts (if fitted) when the above vehicle is being used on behalf of the club
- I declare that the information stated here is correct and will inform the University of any changes

signed

date

Accident Guide

The below step-by-step guide has been provided to help you if you are involved in a Motor Accident.

1. Stop

It is important you stop even if the accident is relatively minor. If you don't, you're committing an offence under the Road Traffic Act. Make sure you switch off your engine and turn on your hazard lights to warn other drivers.

If you hit a stationary vehicle and the driver of the vehicle is not present, it is important you leave your details on the windscreen of the vehicle to enable the driver to contact you upon their return. In the event that it is not possible to leave your details, you must notify the police of the accident within 24 hours.

2. Call the emergency services

If anyone has been injured, you should call an ambulance and the police as soon as possible. If there are no injuries but the accident is blocking the road, you should call the police.

3. Note down the details of the accident

At your earliest convenience, write down a detailed description of the event. Collect as much information as you can and, if possible, take photographs. We will need to know

1. time and date and precise location
2. name, address and phone number of all drivers involved and their insurance details if they have them available
3. vehicles involved (make, model, registration number, colour, condition, estimated speed, direction of travel, use of lights or indicators, the number of passengers)
4. people involved (contact details of all drivers, passengers, pedestrians and witnesses involved; description/distinguishing features of the other driver(s); details of any police officers involved)
5. any cameras – CCTV, dash cams, mobile phones, etc – which may have caught the incident on film.
6. Details of any injuries to anybody involved in the accident

4. Get in touch with UEA Insurance

As soon as possible, please contact UEA Insurance, completing the motor claim form found here:

<https://portal.uea.ac.uk/finance/insurance/motor>

uea+sport

EMERGENCY PROCEDURES

The following procedures should be followed in cases of accident or emergency involving UEA groups:

1. Ensure the safety of self and remainder of group
2. Deal with casualties (there is a first aid kit in the minibus) and call the emergency services as necessary - dial 999

The following information should be given:

- a. Exact location (if remote this should be a 6 figure grid reference)
- b. Details of casualties and incident
- c. Number in the group
- d. First aid given
- e. Equipment available to the group

If the situation is serious, contact the University as soon as is reasonably possible...

Security Lodge = 01603 592352
Student Sport Manager = 01603 597242 or 07775 878416

...both are available 24 hours

If the Vauxhall Movano van (ML67 HUK) has broken down, or you aren't able to drive it, please ring...

The AA = 0800 420 420
Provide the registration number, policy number (BCASP437696) and address (uea+sport, Sportspark, UEA, NR4 7TJ)

If the Peugeot Boxer minibuses (EU67 BZD and EU67 BZE) has broken down, or you aren't able to drive it, please ring...

Peugeot Assistance = 0800 294 0294
Provide the registration number and address (uea+sport, Sportspark, UEA, NR4 7TJ)

If the externally hired vehicle (e.g. Asplands minibus or Enterprise hire car) has broken down or you aren't able to drive it, please ring the number provided in the vehicle – check this information is in the glove box before you depart.

On return complete an incident report form and notify the student sport office

APPENDIX F

RISK ASSESSMENT, ROOF RACKS

HAZARD	AT RISK	CONTROL MEASURES	Assessment
<p>Where a roof rack is to be used: Falling luggage - injuries</p> <p>Lifting heavy / awkward items - injuries</p> <p>Falling from height whilst loading/ unloading - injuries</p> <p>Overloading affects steering</p>	<p>Members, all road users and pedestrians</p>	<ul style="list-style-type: none"> • It is the driver's legal responsibility to ensure the roof rack is correctly and securely fitted • It is the driver's legal responsibility to ensure that all luggage is stowed securely and with no loose straps etc. • An overall cover will be placed over the luggage and tied down securely • Additional helpers and care will be used when lifting and unloading heavy items of luggage • Operator will ensure that safe and secure access (usually fixed ladder) to roof rack is provided • Only authorised persons will be allowed onto the roof • Appropriate care will be taken by those packing luggage on roof, especially during wet conditions • Luggage load will be within capacity of roof rack and vehicle (should not exceed 100kg - see manufacturers' specifications) • Extra care will be taken when driving, especially cornering / braking 	<p>Medium Risk – control measures make risk acceptable</p>

RISK ASSESSMENT, TOWING OF TRAILERS

HAZARD	AT RISK	CONTROL MEASURES	ASSESSMENT
1. Inexperienced drivers	Members all road users and pedestrians	<ul style="list-style-type: none"> All drivers receive training in towing. uea+sport vehicle policy. Use lookouts for any manoeuvres. 	Towing adds to driving hazard. Control measures make risk acceptable. Medium risk
2. Trailers Trailers are of various sizes and lengths	Members all road users and pedestrians.	<ul style="list-style-type: none"> Trailers serviced annually. Trailers checked by driver and committee before departure. uea+sport vehicle policy All braked trailers have breakaway chains All in 1 	With controls low risk.
3. Loading of trailers. Loads may include boats, kayaks, surfboards etc.	Members other road users and pedestrians	<ul style="list-style-type: none"> Members advised on manual handling. Sufficient people to lift heavy items. All loads secured with rope or webbing. Loads to be checked shortly after start of journey and at regular intervals thereafter. Under a section 19 the towing wait must not exceed 750kg 	With control measures low risk.
4. Malfunction of trailers. Punctures shifting loads etc.	Members other road users pedestrians etc.	<ul style="list-style-type: none"> Regular servicing. Checks on route. All 1, 2 & 3. 	

uea+sport vehicle hire costs 2018-19

Minibus driver assessment (with Richard Sams)	£40.00 (if at least 2 test are booked concurrently) £45.00 (standalone tests)
Towing assessment (with Richard Sams)	£40.00 (if at least 2 test are booked concurrently) £45.00 (standalone tests)
Peugeot Boxer Minibus (EU67 BZD & EU67 BZE – silver)	£7.50 per hour £75 per day £175 weekend (Fri 5pm – Sun PM) 0.15p per mile
Vauxhall Movano Van (ML67 HUK – blue)	£7.50 per hour £75 per day £175 weekend (Fri 5pm – Sun PM) 0.15p per mile
External minibus hire (Asplands – normally red Ford Transit HN10 NHO)	£96 per day First 200 miles inc. 0.10p per mile thereafter
External hire car (Enterprise)	Various – this will be agreed on booking

Please note, that we will collect the vehicle chits from security lodge to calculate costs and then invoice the club subs account accordingly. If you wish for the hire to be covered from your club's uea+sport subsidy, please inform us at time of booking.

The uea+sport vehicles have fuel cards which must be used to pay for fuel, but the external vehicles need to be filled by the driver and must be returned with a full tank.