



University of
St Andrews

Saints Sport Transport

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Purpose	This document outlines the procedure for booking transport through the Saints Sport administration office.

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1.0	Updated for 2019	Active	Bookings Officer, Saints Sport	01/06/2019
1.1	Updated for 2020	In draft	Bookings Officer, Saints Sport	13/04/2020
2.0	Approved	Active	Administration Manager, Saints Sport	13/08/2020

1 Introduction

- 1.1 The University has invested in a fleet of vehicles to meet the needs of our sporting students. This document is to help and protect you as a driver.
- 1.2 This is a guidance document for Athletic Union affiliated sports clubs, individual students, members of staff, schools or departments to assist with registering to drive and hiring of transport through Saints Sport.

2 Important contacts

Bookings Officer	sportbookings@st-andrews.ac.uk	(01334 462182)
Athletic Union President	aupres@st-andrews.ac.uk	(01334 462176)
University Insurance	insurance@st-andrews.ac.uk	

Please contact the Bookings Officer if you unsure about any part of the procedure.

3 Abbreviations

AU: Athletic Union

CP: Club Portal: <https://club-portal.wp.st-andrews.ac.uk>

4 Scope

- 4.1 This policy applies to:
- Athletic Union affiliated sports clubs
 - Individual students of the University of St Andrews
 - University staff, schools and departments (including Saints Sport)
- 4.2 This policy covers:
- Saints Sport vehicle hires
 - External vehicle hires (Arnold Clark, Thrifty, Enterprise etc)
 - Coach hires

	Saints Sport Fleet	External Hires	Coach hires
Sports Clubs	✓	✓	✓
Individual students	✓	✗	✗
Staff/Schools/Departments	✓	✗	✗

- 4.3 It is the responsibility of the club or person booking transport to ensure that all travellers/passengers are aware of and have read and understood the policy, especially with regards to vehicle condition, return location, and fuel levels.
- 4.4 When you collect your vehicle, you will receive a wallet, which will differentiate between a Saints Sport vehicle and an external hired vehicle.

5 Saints Sport Fleet

- 5.1 Saints Sport has a fleet of 25 vehicles, which are available for staff, students, clubs and departments to hire for University business:
- 12 x 9-seater people carriers
 - 1 x 8-seater people carrier
 - 4 x 7-seater people carriers
 - 7 x 5-seater cars
 - 1 x 2-seater small van
- 5.2 Please note that additional charges **may be** applied in the following circumstances:
- the vehicle is returned with a significantly lower level of fuel
 - external cleaning is required
 - the vehicle is returned to the wrong location
 - additional costs/surcharges are incurred from an external rental company (sports clubs only)

6 Registration for driving vehicles under the University insurance

- 6.1 **Staff:** Members of staff need to be registered on the University Insurance in order to hire vehicles from the Saints Sport fleet. To check if you are covered, or to find out how to register please contact insurance@st-andrews.ac.uk. All staff have to re-register with the University Insurance team every year.
- 6.2 **New student drivers:** As per University insurance regulations, all new student drivers need to prove their driving ability in a 45 minutes assessment with Saints Sport's qualified driving assessor, before they are permitted to drive Saints Sport vehicles or external hires.

6.2.1 To register, new student drivers must follow the 5-step process outlined below:

- 1) Complete and return the **Driver Authorisation Form**
- 2) UK license holders also need to send a copy of the plastic Driving License card and share their driving license information summary, accessed by following the steps outlined on page 2 of the Driver Authorisation Form.
- 3) Once your paperwork has been accepted, a link to a 5-minute test will be sent on Saints Sport transport procedures and the Highway Code.
- 4) On successful completion of the test, you will be able to access available driving assessment dates and times. Please sign up for a slot which suits you. You are advised to arrive to the Sports Centre reception at least 5 minutes before your appointment.
- 5) After passing the assessment, you will be able to drive all Saints Sport vehicles and external hires during the times given in the booking confirmation email.

6.3 Existing but expired student drivers: Students who have previously taken and passed the Saints Sport driving test, need to re-register every academic year.

6.3.1 To re-register, existing/expired drivers complete steps 1 – 2 in the process outlined above, sending in updated paperwork to the Bookings Officer.

6.3.2 You need to re-register for the university insurance to drive or be able to book Saints Sport vehicles or external hires.

6.4 **Further training** is available for those looking for more familiarisation driving the Saints Sport fleet. Please contact the Bookings Officer (sportbookings@st-andrews.ac.uk) to enquire about additional driver training.

7 Club transport and club booking procedure

7.1 The University provides transport support to all teams and individuals competing for Saints Sport and to our non-competitive clubs who organise trips all across the country.

7.2 For club travel, the Saints Sport fleet is supplemented by external hires to provide additional mini-van and coach provision where necessary.

7.3 Students/clubs are not permitted to contact external-booking agents i.e. Arnold Clark, Thrifty or Enterprise directly to make bookings or make changes to bookings.

7.4 Please note; reception staff **cannot** re-allocate external hire vehicles (i.e. Arnold Clark vehicles) to clubs because they will not be insured for the journey. Only named drivers for that booking can drive the vehicle at the specified times. Reception staff can re-allocate a Saints Sport vehicle if it is available.

7.5 **BUCS League/Cup Fixtures**

7.5.1 Vehicle bookings for all BUCS League/Cups will be prearranged by the Bookings Officer, prior to the start of the upcoming academic year. To aid this, clubs will be asked to fill out a form detailing the following information:

- Name of club
- Gender the form relates to
- Team the form relates to
- Number of individuals on the team for an average fixture
- Size of vehicle usually requested for an average fixture
- Preferred method of transport
- Time required before a fixture post arrival at the venue
- Length of fixture
- Time required after completion of fixture before departure

7.5.2 If a club requires different transport for a specific fixture, they should email the Bookings Officer (sportbookings@st-andrews.ac.uk) no later than 14 days before travel with the necessary changes. Only in exceptional circumstances will changes to transport be accepted less than 14 days in advance.

7.6 **All other bookings**

7.6.1 All other booking requests including those for club training, BUCS knockouts, non-BUCS competition, trips and events, clubs are made by completing the online [Transport Request Form](#).

7.6.2 Transport requests should be booked no later than 7 days before travel. Only in exceptional circumstances will a transport request be accepted less than 7 days in advance.

7.6.3 If your trip is over 170 miles each way, then you will require two drivers per vehicle.

7.7 **Booking confirmation**

7.7.1 Confirmation of a booking will be emailed to the contact email address provided in the [Transport Request Form](#), and copied to the named drivers.

7.7.2 Clubs are responsible for ensuring the information provided for their booking is correct. If you have any queries or spot any errors with your booking please contact the Bookings Officer as soon as possible by emailing sportbookings@st-andrews.ac.uk or phoning **01334 462182**.

7.7.3 It is the sole responsibility of the club/person making the booking to check the confirmation holds the correct details, but specifically to check:

- transport has been booked
- the correct vehicle has been allocated

7.8 **Charges**

7.8.1 Saints Sport does not charge clubs for the hire of vehicles from the Saints Sport fleet, or for external vehicles booked when the Saints Sport fleet is unavailable.

7.9 **Hiring Drivers**

7.9.1 Drivers are available to hire as part of your transport booking and can be requested at the time of booking on the [Transport Request Form](#).

7.9.2 Hire drivers cost £15 per hour, with the charge starting from the beginning of the booking and ending when the car has been returned to the dedicated bays in Agnes Blackadder car park.

7.9.3 The charge for the hire of a driver will be either invoiced to the sports club or recharged to the department/school cost centre that was supplied at the time of booking. Saints Sport will be responsible for paying the hire drivers.

7.9.4 Please note that it is the hirer's responsibility (not the driver) to make sure the vehicle is fully refuelled before it is returned.

8 Procedure for individuals (staff/students), departments and schools to book vehicles

8.1 **Booking**

8.1.1 Individual staff members, schools or departments can book vehicles from the Saints Sport fleet by completing the online [Transport Request Form](#).

8.1.2 Vehicles must be **booked no later than seven days before travel**. Only in exceptional circumstances will a transport booking form be accepted less than seven days in advance.

8.1.3 If you are travelling more than 170 each way, then you will require two drivers per vehicle.

8.2 **Vehicle costs (per day):**

- 9-seater: £45
- 8-seater: £40
- 7-seater: £35
- 5-seater: £20
- Van: £15

8.2.1 Saints Sport has the right to change charges at any point within the year if it is deemed appropriate to do so.

8.3 **Booking confirmation**

8.3.1 Confirmation of a booking will be emailed to the contact email address provided in the [Transport Request Form](#), and copied to the named drivers.

9 **Guidelines for drivers (Saints Sport Fleet and External Hires)**

9.1 **Vehicle pick-up**

9.1.1 Named driver(s) must collect keys from the Sports Centre reception at the time stated on the confirmation email.

9.1.2 Drivers must bring their student matriculation card or staff ID card as proof of identification when collecting keys.

9.1.3 Please note if you are hiring an external vehicle, drivers are only insured during the time of the hire and keys cannot be given out any earlier without contacting sportbookings@st-andrews.ac.uk.

9.1.4 Vehicle keys can be collected during Sports Centre opening times:

Term time

- Monday - Friday 06.30-22.30
- Saturday - 08.00-22.30
- Sunday - 08.00-21.00

Out-with term time

- Monday-Friday 06.30 - 21.00
- Saturday and Sunday 08.00 - 21.00

9.1.5 The Saints Sport fleet should be returned to the dedicated bays in Agnes Blackadder car park. Each vehicle has a unique number displayed in the front window, for ease of identification. External hire vehicles are to be returned to an available bay in Agnes Blackadder car park.

9.1.6 Drivers must be aware of both incident reporting procedures and the correct procedure of transporting equipment (e.g. boats, trailers, etc.). At the start of each academic year, AU clubs must submit risk assessments, which identify specifically how large equipment are secured during transit (when applicable) and who is permitted to do this.

9.2 Vehicle check on pick-up

9.2.1 It is important that all drivers check the condition of their vehicle **before** departure, noting down any damage, the fuel level, and cleanliness on the documents provided with the keys. Please speak to reception if these documents are missing when you collect the keys.

9.2.2 **Drivers must take photos or videos** of the entire vehicle, regardless of whether there is any noticeable damage. **Failure to do so will result in the hirer maybe liable for any damage, which may have occurred**, even between rentals/hires.

9.2.3 Drivers must report any damage discovered on the vehicles to the Bookings Officer within 24 hours of returning the vehicle by completing the [transport log form](#) (see below).

9.2.4 If an orange "AdBlue" light comes on, **please email sportbookings@st-andrews.ac.uk or call 01334 46 2182 immediately** to prevent damage to the vehicle.

9.2.5 A first aid kit must be present in the vehicle at all times. If you find your vehicle is missing a first aid kit, these can be signed out from the Sport Centre reception.

9.3 Vehicle return

9.3.1 Vehicles should be returned in the same condition found:

- The **same level of fuel** as found at vehicle pick-up. If you found the vehicle with less than a full tank of fuel, time stamped photographic evidence should be provided to confirm the starting amount to avoid any additional charges being levied.
- **clean** and **tidy** except for standard wear and tear; no rubbish, paperwork or personal items should be left behind, and if the vehicle has been soiled, it should be cleaned before return. A rechargeable Hoover is available to sign-out from the Sports Centre reception.

9.3.2 If vehicles are returned dirty, in a condition deemed outwith that expected due to natural deterioration from normal use, the hirer/club will be liable for the cost of external cleaning.

9.3.3 Vehicle keys must be returned to the Sports Centre reception no later than the time stated on the booking confirmation email. If the return time is outwith the Sports Centre opening hours, please place the keys in the envelope provided in your vehicle pack and post through the letterbox by the main entrance.

9.4 **Vehicle check on return**

9.4.1 **Drivers should take additional photos or videos** of the entire vehicle on return, regardless of whether there is any noticeable damage. **Failure to do so may result in the hirer being liable for any damage, which may occur**, even between rentals/hires and after the keys have been returned.

9.4.2 **Transport Log Form**: All hirers must submit a [transport log form](#) electronically **within 24hrs of the conclusion of the hire period**. This form should be completed by the named driver returning the vehicle and provide information on the state of the hire vehicle (before and after the hire) and details of your journey. The information provided in this form is essential for dealing with any potential insurance claim.

10 **Reporting issues with vehicles (Saints Sport fleet and external hires)**

10.1 **Prior to departure**

10.1.1 Drivers should report any issues with hire vehicles at the first possible opportunity by emailing the Bookings Officer: sportbookings@st-andrews.ac.uk.

10.2 **During the trip – breakdowns**

10.2.1 **Saints Sport vehicles** – in the event of a breakdown please call the breakdown number on the AA card attached to the window of the vehicle. Fill out the vehicle form with a brief description of the fault. You should also include any paperwork from the AA in the envelope and return it promptly to the Bookings Officer: sportbookings@st-andrews.ac.uk.

10.2.2 **External hires (Arnold Clark, Thrifty, Enterprise etc.)** – please refer to the envelope in which the keys came in. The envelope will have instructions regarding accidents and breakdown from the respective vehicle company. Please fill out the relevant forms and return with the envelope and keys to reception.

11 Accidents

11.1 Accidents do happen. To enable us to protect the driver/hirer, **all accidents regardless of the nature must be reported** to sportbookings@st-andrews.ac.uk and insurance@st-andrews.ac.uk **within 24hrs of the incident.**

11.2 If an accident is not reported within 24hrs, the club/hirer may be liable for the full repair cost, plus the cost of the vehicles being off the road for the duration of repairs.

11.3 **Accident Procedure: step by step guide**

- 1) The driver involved in the accident:
 - must **report the incident** within 24hrs to sportbookings@st-andrews.ac.uk insurance@st-andrews.ac.uk
 - **complete the accident form** provided in the envelope with the vehicle keys and return this to the Sports Centre reception FAO Bookings Officer within 24 hours of the accident.
 - **contact the Sports Centre for advice** as soon as possible on 01334 462190 if the accident occurs whilst away on a trip over a few days.
- 2) If an insurance claim is to be submitted, the driver will need to complete and return a claims form, which will be issued by the University's insurance team or bookings officer.
- 3) Depending on the severity of the accident, the Bookings Officer will arrange a meeting with the driver, a member of Saints Sport staff and where appropriate passengers/witnesses to discuss the accident and address the following questions:
 - What events led to the accident?
 - How severe was the accident?
 - Was the driver at fault for the accident?
 - Has the driver been involved in previous incidents whilst driving rented vehicles through Saints Sport?
- 4) Following the meeting, a decision on the course of action required will be taken from the following options:
 - No action taken; the driver can continue driving vehicles hired through the Saints Sport.
 - The driver will be advised to undertake additional training to gain familiarisation driving vehicles from the Saints Sport fleet. Depending on the severity of the accident the driver may be restricted from driving (at the discretion of Saints Sport) until additional training has been completed.
 - The driver is restricted from driving vehicles hired through Saints Sport for a set period of time. This decision may be appealed by the driver.

- The accident was caused by driving dangerously or in unsafe manner, they will be banned from driving any vehicle hired through the Saints Sport for 6 months before being allowed to drive again.
- If a club is required to pay for any repair charges, the excess on the insurance is £500.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	Updated for 2019	Active	Bookings Officer, Saints Sport	01/06/2019
1.1	Updated for 2020	In draft	Bookings Officer, Saints Sport	13/04/2020
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