



Transport and Trips



Plan at least 4
weeks before

Who, What,
When, Where,
How?

Trips

What do you need to do?

Full Risk
Assessment

Trip Form / Trip
Packs

Money, Money, Money!



Budget before
booking anything



Do not book or
buy anything
without speaking
to your staff
contact first



If you make
payments without
speaking to us,
you may be liable
to cover the cost
yourself



Hold on to your
receipts – you
can't claim
money back
without them!



Trip costs must
be covered by
the individuals
participating – do
this before
booking anything



Use tickets /
products to
collect money



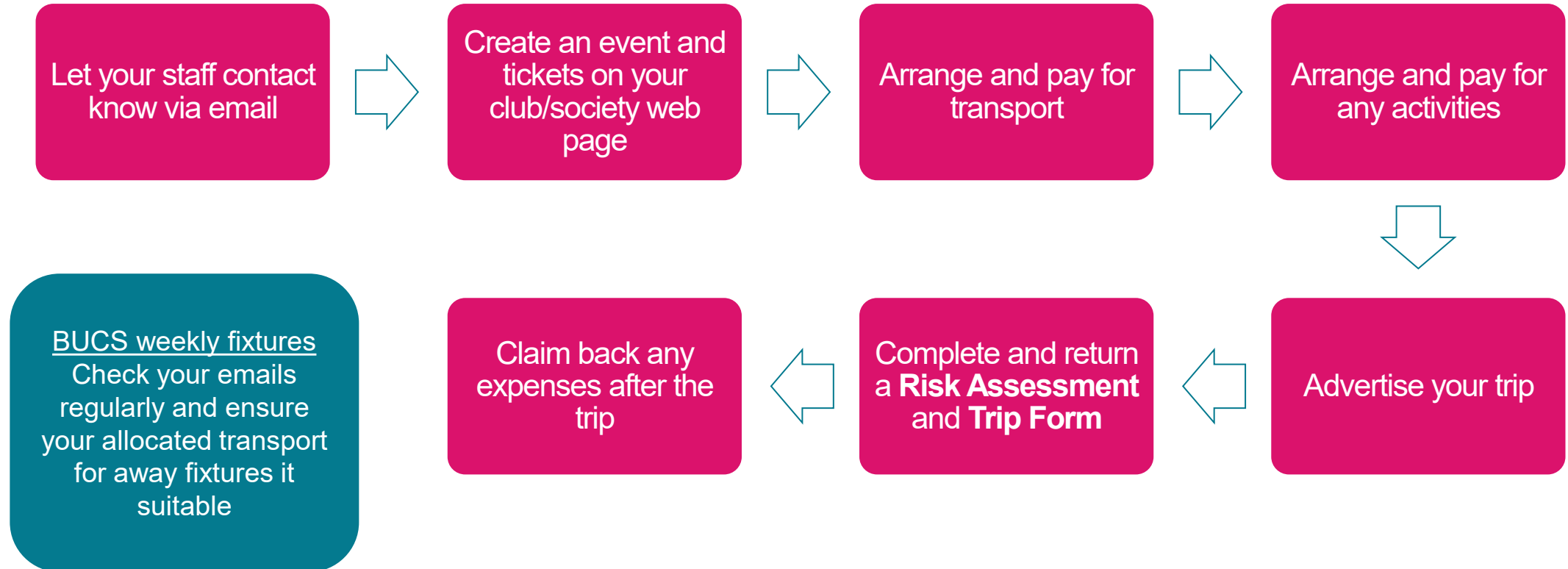
Do not use a
personal account
to collect money
from members



Upload invoices
via the finance
portal or use a
pre-paid card for
large payments

Day Trips / One-off Local Trips

This is not necessary for regular / weekly trips to training venues etc.



Trip Form

– For day / local trips



TRIP FORM

This form is a mandatory requirement for all Athletic Union/Guild of Societies trips and activity whether you are hiring a vehicle from the Students' Union (CUSU) or using personal transport. A list of all participants is essential for insurance and releasing any CUSU vehicle for an activity. This is to be **submitted a minimum of 1 working day (Monday to Friday) prior to an activity** to enable staff to resolve issues and reallocate vehicles/cancel any hired vehicles if necessary.

This form is mandatory. If you do not fill out this form, you will not be granted a vehicle provided by the Students' Union and future Club/Society activity may be restricted.

All organised events that involve the core constituted activities with a group of members are deemed an "official" activity whilst studying at Cardiff University. This form/information submitted to CUSU can be used to register any activity thus protecting members, providing basic insurance, giving access to Union support and guidance, and providing a point of contact if activities encounter problems. Any personal information collected in this form is the responsibility of the Committee or Trip Leader until this form is submitted to CUSU at which point it is deemed the responsibility of CUSU to keep all personal information safe in line with CUSU policy. You can find out more on the way that the CUSU collects and processes data at <https://www.cardiffstudents.com/privacy/>. If you have any concerns around this, please contact studentsunion@cardiff.ac.uk.

CLUB/SOCIETY:..... DESTINATION:.....

ACTIVITY:.....

TRIP LEADER NAME:..... CONTACT NUMBER:.....

Date Departing: Time leaving: Date Returning: Time returning:

PARTICIPANTS NAME		STUDENT NUMBER (Associate members to include NOK contact number)	First Aider (tick box)	Providing a leading role in activity (tick box)
1				
2				
3				



Trip Forms include:

- Club / Society name
- Destination
- Activity
- Trip team leader & contact number
- Departure date & time
- Return date & time
- Participants name and student number
- Who is first aid trained
- Who else is leading the activity

Overnight Trips



If you are planning an overseas trip, you must speak to your staff contact first.



Trip Packs include:

- Club / Society name
- Destination
- Activity description
- Trip organizer & contact information
- Accommodation information
- Transport arrangements
- Itinerary
- Health and safety
 - Risk assessments
 - Insurance
 - Safety equipment
 - Leader : Student

Trip Pack

– For overnight trips



TRIP PACK

This form is a mandatory requirement for all Athletic Union/Guild of Societies trips and activity whether you are hiring a vehicle from the Students' Union (CUSU) or using personal transport. A list of all participants is essential for insurance and releasing any CUSU vehicle for an activity. This is to be submitted a minimum of 2 working day (Monday to Friday) prior to an activity to enable staff to resolve issues and reallocate vehicles/cancel any hired vehicles if necessary.

This form is mandatory. If you do not fill out this form, you will not be granted a vehicle provided by the Students' Union and future Club/Society activity may be restricted.

All organised events that involve the core constituted activities with a group of members are deemed an "official" activity whilst studying at Cardiff University. This form/information submitted to CUSU can be used to register any activity thus protecting members, providing basic insurance, giving access to Union support and guidance, and providing a point of contact if activities encounter problems. Any personal information collected in this form is the responsibility of the Committee or Trip Leader until this form is submitted to CUSU at which point it is deemed the responsibility of CUSU to keep all personal information safe in line with CUSU policy. You can find out more on the way that the CUSU collects and processes data at <https://www.cardiffstudents.com/privacy/>. If you have any concerns around this, please contact studentsunion@cardiff.ac.uk.

CLUB/SOCIETY: DESTINATION:

ACTIVITY TITLE:

ACTIVITY DESCRIPTION:

Trip Leader Name	Student No.	Contact Tel. No.	Next Of Kin Name	Next Of Kin Tel. No.

ACCOMMODATION INFORMATION:

Address:

Tel. No.:

Website:

SU Vehicles

17-seater minibuses
9-seater people carriers

Hired Vehicles

Potential to hire external vehicles with the cost for hire and fuel charged to the club/society.
(mileage calculator not used)

Car / LWB / Tows / Coaches (17 – 70 seats)

Vehicles & Eligibility

Car / people carrier (9-seater)

- 18+ years old.
- Minimum of 1 years driving experience.
- UK or EU license holder.

Required test drive with SU Transport.

Minibus (17-seater)

- 21+ years old.
- Minimum of 2 years driving experience.
- UK license holder.

Required MiDAS online learning + test drive with SU Transport.

Booking a Driving Test

This is now on the Student Portal.



Driver Training

Driver Training Booking

Training Admin

Qualified Drivers

Driver Training Booking

SU driver training is required to drive 9-seat and 17-seat vehicles. Select an available slot below.

- Training
- Training Admin
- Transport Portal
- Logout

Available Slots

Click an Available slot to book it.

< > today

13 – 19 Sept 2026

	Sun 13/09	Mon 14/09	Tue 15/09	Wed 16/09	Thu 17/09	Fri 18/09	Sat 19/09
07							
08							
09							
10				9:30 - 11:00 Available	9:30 - 11:00 Available	9:30 - 11:00 Available	
11				11:00 - 12:30 Available	11:00 - 12:30 Available	11:00 - 12:30 Available	
12							
13							
14				14:00 - 15:30 Available	14:00 - 15:30 Available	14:00 - 15:30 Available	
15							

Booking a Driving Test

You will be asked to share some information before being able to book a test with SU Transport.

 Cardiff Students' Union

 Undeb Myfyrwyr Caerdydd

Central Services |

Qualified Drivers

Available Slots

Click an Available slot to book it.

<

>

today

	Sun 13/09	Mon 14/09
07		
08		
09		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		

Confirm Booking

What vehicle are you booking a test for? *

-- Select a vehicle --

Driving Licence Check Required

Before confirming your booking, you must share your driving licence record with us:

- Go to gov.uk/view-driving-licence and sign in with GOV.UK One Login.
- Select **Share your licence information** and generate a share code.
- Enter the 8-character code below (shown as *XX XX XX XX*) and the last 8 characters of your licence number.

DVLA Share Code *

A1 B2 C3 D4

Last 8 characters of licence number *

9A12BC3D

Notes (optional)

Anything you'd like us to know...

Max 500 characters

Driver Disclaimer

Do you have any medical conditions which may impact your ability to drive, whether declared to the DVLA or not? *

☐ Yes ☐ No

Do you have any current or pending convictions in connection

2026

Thu 17/09	Fri 18/09	Sat 19/09
10:00 - 11:00 Available	9:30 - 11:00 Available	
11:00 - 12:30 Available	11:00 - 12:30 Available	
14:00 - 15:30 Available	14:00 - 15:30 Available	

Booking a Driving Test

Things to remember:

- After you've generated your DVLA share code, do not use it once shared with SU Transport, otherwise you will need to generate another.
- Once you've completed the information and declaration, this is treated as a booking request. SU Transport will then need to review the request, and you will be notified if / when approved.
- Only paid AU / Guild members are permitted to book a driving test.
- You will not be permitted to request / book a vehicle on the portal, without a qualified driver. Make sure to get the tests booked plenty in advance!
- If you're booking a test for a 17-seater, you must complete the online MiDAS training. This will be sent by SU Transport.
- You can also request an external driver which comes at a cost to the club / society. They are limited and have a minimum number of hours. The cost for this is approx. £18 p/hour.

Email Julian, SUTransport@cardiff.ac.uk, with any queries.

Booking a Driving Test

You can also see upcoming / past training bookings at the bottom of the page.

19						
20						

Available Pending Confirmed Rejected Passed Failed Unavailable

Your Upcoming Training Bookings

You have no upcoming training bookings.

Your Past Training Bookings

You have no past training bookings.

Requesting a Vehicle



BUCS weekly fixture transport is allocated by Ffion – please check this early to ensure you can raise concerns promptly.

Cardiff Students Union

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Central Services |

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Transport Booking

Transport Booking

Booking Admin

Manage Vehicles

Driver Training

Driver Training Booking

Training Admin

Qualified Drivers

Transport Booking Request

Request a vehicle for your club or society trip.

New Request

Your Name *

Anna Russell

Club / Society *

Destination *

Seats Required *

-- Select seats required --

☐ All day

Trip Start *

dd/mm/yyyy --:--

Trip End *

dd/mm/yyyy --:--

☐ I am not the driver

✓ Submit Request

Your Groups' Upcoming Transport Requests

Your groups have no upcoming requests.

Training

Training Admin

Transport Portal

Logout

This is the only way to request a vehicle, unless you are requesting a vehicle outside of a car, 9-seater or 17-seater minibus. It is a request until approved by SU Transport.

Requesting a Vehicle

This is now on the Student Portal.



Undeb
Myfyrwyr
Caerdydd

Central Services |



Transport Booking

Transport Booking

Booking Admin

Manage Vehicles

Driver Training

Driver Training Booking

Training Admin

Qualified Drivers

Transport Booking Request

Request a vehicle for your club or society trip.

New Request

Your Name *

Anna Russell

Club / Society *

Destination *

Seats Required *

-- Select seats required --

☐ All day

Trip Start *

dd/mm/yyyy --:--



Trip End *

dd/mm/yyyy --:--



☐ I am not the driver

✓ Submit Request



Training



Training Admin



Transport Portal



Logout



Your Groups' Upcoming Transport Requests

Your groups have no upcoming requests.

Requesting a Vehicle

You can also see upcoming / past vehicle bookings at the bottom of the page.

Your Groups' Upcoming Transport Requests

Vehicle / Seats	Start	End	Club / Society	Destination	Requested by	Status	Actions
9-seat request	19 Sep 2026	All day	AR	AR	Anna Russell	Pending	 

Your Groups' Past Transport Requests

Your groups have no past requests.

Costs / Mileage



Personal Vehicles

Reimbursement is 55p per mile
Must reach vehicle capacity



SU Vehicles

Vehicle cost:

- Trips outside of Cardiff - **£70** per day
- Local trips (within city and County of Cardiff) - **£30** per day total

Mileage cost:

- Currently charged at 70p per mile

Any additional costs occurred, such as, parking, speeding, damages, or other fines or penalties, may be chargeable to the individual or club / society.

Vehicle Tracking

1

Safety and Compliance

We must do everything we can to maintain safety and compliance with regards to the transport provision at Cardiff Students' Union.

2

Fleetsmart and Litefoot

Our vehicles are fitted with a tracker and driver compliance system to support with this.

3

Monitoring

We are then able to monitor driving standards and investigate reports.

Booking a Vehicle

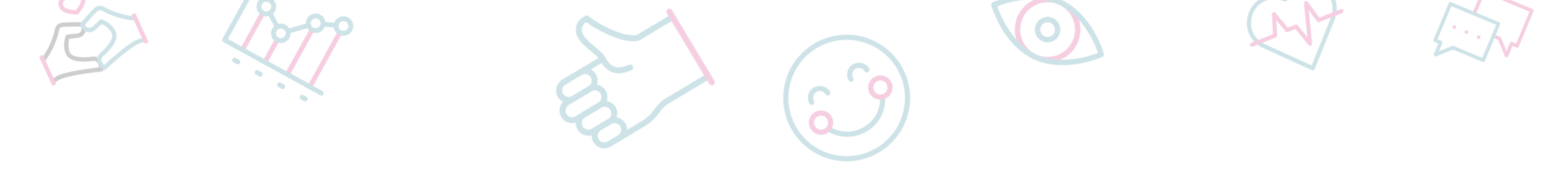
Things to remember:

- This is only treated as a booking request.
- SU Transport will then need to review the request, and you will be notified if / when approved.
- Only paid AU / Guild committee members are permitted to request a vehicle.
- If the vehicle you want to book isn't listed on the portal, email SU Transport for further support.
- You must report any vehicle defects or incidents to SU Transport.
- At the end of your journey, please record your mileage with SU Transport.
- Submit a Trip Form / Pack to your staff contact



**MILEAGE FORM
&
DEFECT
REPORTING**

Email Julian, SUTransport@cardiff.ac.uk, with any queries.



Any questions?

