



Transport Booking and Usage Procedures

2012

FORD TRANSIT VAN

LWB

Further information is available at

www.cardiffstudents.com

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BOOKING PROCEDURE

1. Vehicles are issued on a first come first served basis and can be booked up to 8 weeks in advance. (If the 56th day is a Friday then you can book until the Sunday).
2. Before a vehicle can be released the user must complete a Trip Form or have the information available online. Details must include the purpose of the trip, details of passengers, emergency contact numbers etc. For local journeys (within Cardiff) only a contact number for the driver is required.
3. Once this is completed, Reception will be informed that the vehicle is okay to release. The Transport Coordinator must be notified of any last minute changes to passengers, destination, dates and times etc. If this is not possible, Reception must be notified in writing of the changes when you pick up the keys.

COLLECTION

All drivers should ensure that they have their Students Union Drivers Card when collecting the keys.

You will also be issued with a folder containing fuel card, mileage record, vehicle checks, useful phone numbers, accident/emergency procedures etc.

Please check the mileage and note it in the folder before you leave.

VEHICLE CHECKS

Before starting the engine the driver must:

1. Make a visual check of the bodywork for damage and cleanliness. Inform Security of any damage or defects immediately **(02920 781412)**
2. Check tyres for cuts, abrasions, foreign objects and deflation. Check that the spare wheel is fitted in the carrier. Do not attempt to drive the vehicle if a tyre appears to be wholly or partly deflated, or damaged in any way. Ensure that the wheel nuts are present and not loose.
3. Check fluid levels- engine oil, power steering, brakes, coolant and screen-wash and replenish to correct levels. Fluids are available from the Transport Coordinator.
4. Check that all doors open and shut securely.
5. Check the vehicle has a Road Tax disc, and breakdown information.
6. Check the vehicle has a fire extinguisher, first aid kit and a means of contacting help such as a mobile phone.
7. Check interior for cleanliness.
8. Record starting mileage on log sheet.
9. Adjust driver seat to where you are in full and total control.
10. Check rear view mirrors and re-set as required.
11. After starting the engine:
 - A. Check that all warning lights go out
 - B. Check vehicle lighting, including interior lights
 - C. Check wipers (use screen-wash in dry conditions)
 - D. Check all passengers are seat-belted.
 - E. Perform a brake test under controlled conditions where it is safe to do so.
12. If a driver is concerned about the condition of the vehicle, it should not be used. Instead, report the defect to Reception. If available, another vehicle will be issued for your journey.

THE DRIVER IS LEGALLY RESPONSIBLE FOR HIS/HER PASSENGERS.

DRIVING

Fitness to drive:

Do not drive if your ability to do so is in any way impaired by drink or drugs. There is no safe limit of alcohol. Drink taken at night may still be in your body the next morning at a level that can impart your ability to drive and render you liable for prosecution. If you are taking drugs, prescribed or not, seek medical advice on whether they will affect your ability to drive. Always drive within the capacity of the vehicle and within the law. Do not drive for more than two hours without having a break.

Handling characteristics, particularly braking and steering, are affected by the load you are carrying. Speed must be adjusted to allow for this. Never be tempted or persuaded to rush. When driving long distances or at night, beware of fatigue. If you feel tired, park up safely, get out of your vehicle and take some light exercise, do not continue your journey until you feel fresh enough. Keep heating levels low and use fresh air vents to keep you alert.

Most Union vehicles use ABS. Check before departing. ABS does not necessarily reduce braking distance therefore it is still important to maintain a good safety bubble around your vehicle. Braking distances are increased when driving larger, heavier vehicles and this is increased even further in the wet.

Remember:

***“Only a fool breaks the 2 second Rule”
“Only a prat gets as close as that”!!***

SPEED LIMITS

The maximum speeds for Cars/Vans are:

Single carriageway roads (where no lower limit applies) (50mph for Van)	60mph
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Dual carriageways (60mph for Van) (60mph when towing)	70mph
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Motorways (60mph when towing)	70mph
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PLEASE NOTE-

These are speed **LIMITS**. It is up to the driver to interpret a safe speed to be travelling taking all factors such as vehicle, load, weather conditions and road conditions.

ACCIDENT PROCEDURES

In the event of any incident, ensure you follow the CUSU Emergency Procedure (in the front of this folder)

DO NOT ACCEPT LIABILITY AT THE SCENE OF AN ACCIDENT

Take Note of:

- Name & address of any persons involved, including eye witnesses,
- Make, Model & Registration Numbers of vehicles involved,
- Insurance Company details,
- The time, date & exact location of the accident,
- A brief description of the incident,
- **Take photos** (or make a sketch) of the vehicles and surrounding area. Include relevant road markings and signs.

MINOR ACCIDENTS

- On your return report the accident to Security of the Transport Coordinator. Complete a CUSU Accident / Near Miss Form

MAJOR ACCIDENTS

- Accidents involving injury or which prevent the vehicle from being moved. **The Police must be informed.**
- Follow the Club Emergency Procedure. A copy should also be kept in the Club First Aid Kit.

VEHICLE ROADWORTHINESS

Check your vehicle thoroughly for any damage that may affect its safety or its roadworthiness. If in doubt, seek professional help. Do not continue to use the vehicle unless you are certain of its safety.

INFORM STUDENTS' UNION

Inform the Union by telephone at your first opportunity. On your return to the Union you must complete an accident/incident report form obtainable from the Transport Coordinator on the 3rd floor and, if necessary, an insurance claim form with as much information as possible. **Any drivers found to have caused damage without reporting to the union will be subject to disciplinary action which may include Fines & Union Driving Bans.**

IMPORTANT ACCIDENT PROCEDURES

If you are the first person on the scene of an accident, further collisions and lives are the main things to be considered. **Do not put yourself in danger.**

Therefore, wherever possible you should:

- Warn other traffic by displaying the enclosed **warning triangle** or switching on hazard warning flashers and any other lights, or by any other means which do not present personal danger.
- Extinguish all lighted cigarettes, switch off your engine and warn all other parties to do the same. Remove your fire extinguisher ready for immediate use.
- Either call or request another party to call the emergency services ensuring that they give full details of the location and, where possible, details of known casualties. On a motorway, the direction of the nearest emergency telephone is indicated by an arrow or a triangle marked on each side marker post.
- Do not move casualties unless you consider they are in danger.
- If it is safe to do so, help uninjured people out of their vehicles to a place of safety. On a motorway, this should be away from the carriageway and not in any position which may obstruct access to the Emergency Services.
- If the accident involves a vehicle which contains dangerous goods, the vehicle will display a hazardous chemicals label. In these circumstances, ensure that whoever phones the Police and Fire Brigade relays this information in as much detail as possible.
- Keep well away from all vehicles involved in an accident unless you have to approach to save a life. Beware of dangerous liquids or dust and vapour concentration, as this could indicate petrol or chemical hazards.
- Stay at the scene of the accident until the emergency services arrive. Your knowledge could save a life.

BREAKDOWN PROCEDURES

In the event of your vehicle breaking down:

1. Try to avoid danger or obstruction by getting the vehicle off the carriageway.
2. If you find yourself having to stop in the hard shoulder of a motorway or similar, try to park your vehicle at a slight angle. It will be more apparent to oncoming vehicles that you have broken down.
3. Switch on hazard warning flashers if you are unable to get the vehicle clear of the carriageway.
4. Transfer your passengers to a safe place if the vehicle is in a hazardous position. This should be well away from flowing traffic and behind a barrier for example. If it is impossible to get to a safe place, remain in the vehicle with your seatbelts on, leaving any spare seats if any to the back of the vehicle.
5. Inform local Police if your vehicle is causing an obstruction or a hazard.
6. Ring the Union breakdown service or the Hire Car breakdown service.
7. In the event of a puncture **do not** attempt to change the wheel yourself, use the recovery service.

RECOVERY

The Union vehicles are covered for breakdown with Endsleigh. Hired vehicles are covered by own breakdown numbers located at back of tax disk. When you ring for recovery:

1. Tell the operator that it is a Cardiff Union Services Ltd vehicle (or Hire Company Name).
2. Vehicle registration number.
3. Vehicle make, model, seating capacity and number of passengers you are carrying.
4. Precise location of the vehicle.
5. What the fault is with the vehicle.
6. Tell the operator if the vehicle is causing a hazard or obstruction.

If the Endsleigh technician is unable to repair your vehicle on the spot, he/she will recover it to a garage and arrange to return driver and passengers to the Union. No relief vehicle will be provided.

**TELEPHONE NUMBER FOR UNION VEHICLE
BREAKDOWN OR RECOVERY:**

0800 389 1708

Quote: **Cardiff Union Services Ltd, Vehicle Reg and Ref: Y003127FLT0110A**

**All breakdowns must be reported fully to Transport Coordinator and Security staff
(vehicle taken off the road if necessary).**

RETURNING YOUR VEHICLE

- Park the vehicle in the compound using the parking bays so that it does not obstruct the movement of others.
- **Fill out the mileage record** and note any defects or problems with the vehicle you have found during your journey.
- Ensure that no passengers' property is left inside the bus and that the **interior is left clean and free from rubbish** (bin bags are provided).
- Close and lock all the windows and doors, ensure all internal and external lights are off.
- Lock the compound gates.
- Hand the keys and folder back to Reception.

Failure to adhere to these rules will result in Club/Society fines.

EXTERNAL HIRE

All Clubs/Societies additionally hired vehicles for Clubs/Societies must be notified to the Students' Union prior to journey. Hire vehicles come under Students Union regulations and must be adhered to. It is possible however that additional charges may apply if the vehicle is left dirty or damaged.

It is important that the vehicle is returned with the same amount of fuel it left with.

USEFUL TELEPHONE NUMBERS

Transport Coordinator (DURING NORMAL OFFICE HOURS)
02920 781406

Athletic Union (DURING NORMAL OFFICE HOURS)
02920 781439

Students' Union Main Reception
02920 781400 (24 hours)

University Security (When union reception is not available)
02920 874444

RECOVERY

TELEPHONE NUMBER FOR UNION VEHICLE
BREAKDOWN OR RECOVERY:

0800 389 1708

Quote:

**Cardiff Union Services Ltd, Vehicle Registration and
number of people requiring rescue**

**All breakdowns must be reported fully to Transport Coordinator and Security staff
(vehicle taken off the road if necessary).**

To Note:

- *No alcohol to be carried or consumed by passengers.*
- *No smoking permitted on buses.*
- *The Students' Union reserves the right, without notice if necessary, to withdraw vehicles booked.*
- *No Students' Union vehicles will be issued for trips to Southern Ireland or Europe.*
- *Hazardous material or inflammable liquids are not carried.*
- *Speed limits are to be observed at all times.*



CUSU Fuel Card Usage

The Union is now operating a Pay Per Mile Scheme where every user of CUSU vehicles (not hired or Lettings vehicles) will get charged based on the distance they travel.

For each Van journey:

First 20 miles will be charged at 69p per mile

Miles 21 to 250 will be charged at 46p per mile

Any miles travelled over 250 will be charged at 34.5p per mile

It is essential that the mileage sheet is filled out for every trip, no matter how short.

You are not required to refuel the vehicle with your own money after every trip. Instead, only refuel the vehicle using the fuel card when needed.

Using your fuel card effectively

Before you use your card, think about fuel price. Aim to use lower priced fuels and filling stations. Your card is accepted at over 95% of UK filling stations, including all motorway services.

Simply look for the AllStar sign.

What to do if the fuel card is lost or stolen

Please contact the Union **IMMEDIATELY** and inform the Transport Coordinator. If he is not available then leave details at Security.